

UC Santa Barbara  
Policies  
Issuing Unit: Student Affairs

Policy 4415  
Date: July 1, 1975

UNDER REVIEW

OFFSETTING THE SIR FEE

I. PURPOSE AND SCOPE:

The Statement of Intent to Register fee may be offset in special circumstances for apparently full-need EOP students. See Policy 4410. This procedure establishes the appropriate steps to accomplish this fee offset. The payment of the fee is required to complete registration; the fee will be part of a financial aid package usually administered through the UCSB Student Financial Services.

II. REFERENCE:

- A. UCSB Policies Manual, Policy 4410, Payment of Statement of Intent to Register Fee.

III. PROCEDURE:

Responsibility	Action
Prospective EOP Student	1.Indicates inability to pay the SIR fee to appropriate EOP office.
EOP Component Head	2.Reviews the request to determine financial hardship. 3.Verifies probable EOP status. 4.Completes the authorization form (Attachment A) in triplicate: a.Forwards one copy (original) to Admissions Office. b.Retains one copy in student's EOP file. c.Sends one copy to student.
Admissions Office	5.Files copy of authorization form, coded "SIR not paid" in student's file.

IV. ATTACHMENT:

- A. SIR Offset Authorization

Please direct questions about these policies to [Meta.Clow@vadmin.ucsb.edu](mailto:Meta.Clow@vadmin.ucsb.edu). For questions or comments regarding the format of the above information, please contact [webcontact@ucsbuxa.ucsb.edu](mailto:webcontact@ucsbuxa.ucsb.edu).

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