



UPDATED August 6, 2021

INSTRUCTIONS FOR COMPLETING STUDENT TUITION RECOVERY FUND FORM 2/10

(California Education Code §94923; Title 5, California Code of Regulations §76020-76140)

Report all students signing enrollment agreements during the reporting period. The Student Tuition Recovery Fund (STRF) assessment rate for these students is \$.50 per \$1,000 of institutional charges. Institutions shall collect the assessment from each student at the time it collects the first payment from or on behalf of the student at or after enrollment. The assessment shall be collected for the entire period of enrollment, regardless of whether the student pays the institutional charges in increments.

COMPLETE THIS FORM IN ITS ENTIRETY AS FOLLOWS:

1. On line (A), enter the TOTAL number of ALL students enrolled during this reporting period.
2. On line (B), enter the TOTAL number of STRF eligible students included in the amount reported on line (A).
INCLUDE:
 - California residents and students in residential programs pursuant to Title 5, Division 7.5 of the California Code of Regulations section 76120(a).DO NOT INCLUDE:
 - Students who received a 100% refund pursuant to section 94919(d) or section 94920(b) of the California Education Code.
3. On line (C), enter to total number of students from line (B) who have made their first payment of institutional charges to the institution and STRF has been collected during **this** reporting period.
4. On line (D), enter the total number of students who signed enrollment agreements in prior reporting periods and who have made their first payment to the school and STRF has been collected in this reporting period.
5. On line (E), enter the total institutional charges, after ROUNDING TO THE NEAREST \$1,000, for each eligible STRF student reported on lines (C) and (D), who have made their first payment to the school and STRF has been collected in this reporting period.
FOR EXAMPLE:
 - If the total institutional charge is any amount less than \$1,000, round down to \$0.
 - If the total institutional charge is \$1,499.99 or less, round down to \$1,000.
 - If the total institutional charge is \$1,500.00 or greater, round up to \$2,000.
 - If you have 10 students who have all been charged \$1,600.00 for total institutional charges, each student would be rounded up to \$2,000.00. Therefore, the amount you would enter here would be \$20,000.00.
6. On line (F), enter the results of your calculation of the amount written on line (E) multiplied by .0005. In using the example in item 5 above. \$20,000 multiplied by .0005 equals \$10.00. Your amount here should always end in an even dollar amount or .50.
7. **Line (G) is for the STRF credits due or adjustments. If an amount is indicated in this column, subtract from line (F) and enter the total payment due on line (H).**
8. Form shall be signed and dated by person preparing document. Provide a phone number and email address for contact.
9. Remit the amount from line (H) along with the Student Tuition Recovery Fund (STRF) Assessment Reporting Form to the Bureau.