

How to Opt Out of the Student Representation & Involvement Fee (SIRF)

1. Log into your CSU Student Portal and access your Student Center

The screenshot shows the 'Menu - Classic' interface. At the top, there is a search bar and a list of menu items: 'My Favorites', 'CSU SA Baseline', 'Self Service', 'Set Up SACR', 'Change My Password', 'My Personalizations', 'My System Profile', 'My Dictionary', and 'My Feeds'. A red arrow points to 'Self Service'. Below the menu is the 'Main Menu >' section, which contains several tiles: 'Self Service' (with a sub-description), 'Student Center' (with a sub-description and a red arrow pointing to it), 'Enrollment' (with sub-items: Enrollment Dates, My Class Schedule, My Weekly Schedule, and 5 More...), 'Academic Records' (with sub-items: View Unofficial Transcript, Request Enrollment Verification, and My Course History), and 'MA Bookstore' (with sub-item: MA Bookstore Page).

2. Once in your Student Center, click on Account Inquiry

The screenshot shows the 'Finances' section of the Student Center. On the left, under 'My Account', there are links for 'Account Inquiry', 'Enroll In Direct', and 'Deposit'. A red arrow points to 'Account Inquiry'. Below this, under 'Financial Aid', there are links for 'View Financial Aid' and 'Accept/Decline Awards'. At the bottom left, there is a dropdown menu with 'other financial...' and a search icon. On the right, the 'Account Summary' box displays: 'You owe 5,223.00.', followed by a table: 'Due Now 0.00' and 'Future Due 5,223.00'. Below the table, it says 'Currency used is US Dollar.' At the bottom right, there is a link for '*Important Student Fee Information'.

3. Click the activity tab

Account Inquiry		Account Services	
summary	activity	charges due	pending aid

Account Summary

You owe 5,223.00. For the breakdown, access [Charges Due](#)

- Due Now 0.00
- Future Due 5,223.00

What I Owe			
Term	Outstanding Charges & Deposits	Pending Financial Aid	Total Due
Fall 2015	5,223.00		5,223.00
Total	5,223.00		5,223.00

Currency used is US Dollar.

[Remittance Addresses](#)

Financial Aid

- Select the correct term for the upcoming semester and click go; you will see the Student Representation Fee with a red icon to opt out

Account Inquiry		Account Services	
summary	activity	charges due	pending aid

Account Activity

View by

From To

Posted Date	Item	Term	Charge	Payment	Refund
04/29/2015	Associated Student Body Fee	Fall 2015	105.00		
04/29/2015	Campus Document Fee	Fall 2015	15.00		
04/29/2015	Firefighting Course Fee - BASIC/ADVANCED FIREFIGHTING	Fall 2015	1,100.00		
04/29/2015	Health Facilities Fee	Fall 2015	7.00		
04/29/2015	Health Services	Fall 2015	340.00		
04/29/2015	Instructional Related Activity	Fall 2015	100.00		
04/29/2015	Med Insur - B Travel Assist	Fall 2015	20.00		
04/29/2015	Medical Insurance - A	Fall 2015	673.00		
04/29/2015	Recreation Fee	Fall 2015	125.00		
04/29/2015	Student Representation FeeSIRF	Fall 2015	2.00		

OPT OUT

- Choose a reason from the drop down menu and click Opt Out

Student Involvement and Representation Fee

Please indicate the reason for opting out. Answering this question is optional

Opt out Reason Other

Go Back

Opt Out

6. If you would like to verify that you have opted out. Go back to the activity tab by term and select view all to see a -2.00

Account Inquiry		Account Services	
summary	activity	charges due	pending aid

Account Activity

View by
 From To

Posted Date	Item	Term	Charge	Payment	Refund
04/30/2015	Student Representation FeeSIRF	Fall 2015	-2.00		
04/29/2015	Associated Student Body Fee	Fall 2015	105.00		
04/29/2015	Campus Document Fee	Fall 2015	15.00		
04/29/2015	Firefighting Course Fee - BASIC/ADVANCED FIREFIGHTING	Fall 2015	1,100.00		
04/29/2015	Health Facilities Fee	Fall 2015	7.00		
04/29/2015	Health Services	Fall 2015	340.00		
04/29/2015	Instructional Related Activity	Fall 2015	100.00		
04/29/2015	Med Insur - B Travel Assist	Fall 2015	20.00		
04/29/2015	Medical Insurance - A	Fall 2015	673.00		
04/29/2015	Recreation Fee	Fall 2015	125.00		
04/29/2015	Student Representation FeeSIRF	Fall 2015	2.00		
04/29/2015	Undergraduate Tuition Fee	Fall 2015	2,736.00		