



## INSTRUCTIONS FOR COMPLETING THE DEPENDENT FEE WAIVER APPLICATION

1. Prior to paying fees, employee completes the "Employee Information" and "Dependent Information", and forwards completed form to Human Resources Offices, MSR320.
2. Human Resources reviews and signs for final approval, and forwards a copy to the Admissions & Records Office or campus of attendance.
3. Dependent contacts the Admissions & Records Office regarding application for admission to the University.
4. Dependent enrolling in more than 2 courses shall pay the difference between the part-time and full-time State University Fee.
5. If there are changes in approved course units, employee initiates a revised Fee Waiver Application and forwards it through the approval process.

### DEADLINES

**FEE WAIVER APPLICATION:** A separate "Fee Waiver Application" must be submitted for each semester/term, no later than 5 working days preceding the "Enrollment Census Date". The "Enrollment Census Date" is published in the University Schedule of Classes. Applications submitted after this date will be returned to the employee.

**NEW STUDENT:** The "Application for Admission" must be submitted to the University Admissions & Records Office according to the application deadlines published in the University Catalog and Schedule of Classes. If applying for admission after the initial application period, dependent needs to consult with the University Admissions & Records Office.

**RETURNING STUDENT:** If enrolled as a student within prior 12 months, submit "Fee Waiver Application" to Human Resources office MSR320 by deadline stated above. If not enrolled within prior 12 months, must reapply for admission with the Admissions & Records Office, and submit "Fee Waiver Application" to Human Resources by deadline stated above.

### GENERAL INFORMATION

#### WHO IS ELIGIBLE?

- A. Full-time permanent and full-time probationary staff; and
- B. Part-time permanent staff; and
- C. Full-time MPP employees; and
- D. Temporary full-time staff, if the duration of the temporary appointment or continuous temporary appointments, continue beyond the midpoint of the term; (temporary employees in Unit 8, C99, E99 or M98 are not eligible for fee waiver)
- E. Tenured and probationary faculty unit employees; and
- F. Temporary faculty unit employees with at least 6 years of full-time equivalent service.

#### WHAT IS THE DEFINITION OF DEPENDENT?

- A. Eligible employee's legal spouse;
- B. Eligible employee's child or stepchild who has never been married and will be under age 23 or 25\* through at least midpoint of the semester/term;
- C. A child living with employee in a parent-child relationship who is economically dependent upon employee, has never been married and will be under age 23 or 25\* through at least midpoint of the semester/term;
- D. Eligible employee's child or stepchild age 23 or above who is incapable of self-support due to a disability which existed prior to age 23 or 25\*.

#### HOW MANY COURSES MAY BE TAKEN UNDER THE PROGRAM?

An eligible dependent may take up to 2 courses or 6 units per fall/spring semester; winter and summer term, whichever is greater, exclusive of self supported programs, i.e. Extended Education courses.

#### CAN MORE THAN ONE DEPENDENT BENEFIT FROM THE FEE WAIVER AT ONE TIME?

- A. One faculty member may transfer his/her fee waiver eligibility to one dependent only (either a spouse or a child), regardless of whether that individual uses the full entitlement. Thus, a faculty member may not assign 3 units of fee waiver eligibility to one dependent, and the other 3 units to another dependent.
- B. If both parents are members of the faculty bargaining unit, each may have a fee waiver benefit which can be transferred. Both benefits can be transferred to one child, or each parent could transfer his/her benefit to separate children.

#### WHICH FEES ARE WAIVED?

Please see applicable Memorandum of Understanding (MOU) for specific fees waived.

#### WHAT TYPES OF COURSES MAY BE TAKEN UNDER THE FEE WAIVER PROGRAM?

- A. Dependent must be matriculated toward a degree and the courses must be for credit toward completion of that degree.
- B. Courses leading to the attainment of a teaching credential.
- C. Courses shall be taken for credit and not audited. Normal academic standards shall be maintained in order to continue participation in this program.
- D. Dependent may enroll in courses at any CSU campus.

#### IS COURSE PROGRESS EVALUATED?

Progress reviews are periodically held. In order to continue in this program, dependents must remain in good academic standing.

#### ARE WAIVED FEES TAXABLE?

**Waived fees may be TAXABLE.** Legislation varies from year to year on the taxability of waived fees, particularly for graduate-level courses. If required under current federal or state legislation (tax code), the waived amount may be reported on the employee's W-2 form as taxable income. **Check with the Human Resources Office regarding the most recent reporting requirements.**

\*Refer to your collective bargaining agreement for specific dependent children age limits.