

**California State University, STANISLAUS
EMPLOYEE FEE WAIVER APPLICATION**



IMPORTANT: A separate fee waiver application must be submitted **EACH** semester/term.

Today's Date: _____ Semester/Term: _____ Year: _____ Campus: _____

SUBMIT ACCORDING TO PUBLISHED DEADLINES See Attached Instructions

EMPLOYEE INFORMATION:

Name Student ID Number Bargaining Unit

Position Classification Department Campus Phone Number/Ext.

APPOINTMENT: (Check **ALL** that apply.)

- Permanent Full-time
 Probationary Part-time – time base 0. FTE
 Temporary – appointment end date / /

STUDENT STATUS: (Check **all** that apply.)

- New Student Undergraduate
 Continuing Student Graduate
 Returning Student Credential

Do you have an approved and up-to-date Individual Career Development Plan on file? ([Click Here](#))

COURSES FOR WHICH YOU ARE ENROLLING UNDER THE FEE WAIVER PROGRAM:

Subj&Sectn (i.e.MATH 1050)	Course Title	Units	Days/Hours	Career Dev Plan Yes/No	Work-Related Yes/No

PROPOSED WORK HOUR ARRANGEMENTS: (Check box or complete applicable information.)

- No release time, course taken on own time. Will use leave credits to cover _____ hours/week.
 Will work adjusted work schedule (copy attached). Will take leave of absence of _____%.
 Release time approved, _____ hours/week, for course number _____ (One course max per semester/term).
 Employee required to take the course. Release time approved, _____ hours/week for course number _____.

EMPLOYEE'S STATEMENT:

I authorize Admissions & Records to release my grades/transcripts to Human Resources. I understand that if required by the Internal Revenue Service, fees will be reported as income on my W-2 form. I understand that late fees cannot be waived. If I make any changes in the above-listed courses, I will submit a revised Fee Waiver Application through the approval process.

Employee Signature Date

SUPERVISOR'S STATEMENT:

Describe how the above course(s) is related to the employee's job duties, career development plan, or both:

Supervisor/Department Chair Signature Date

Dean/Area Manager Signature Date

HUMAN RESOURCES:

Approved Number of Units: _____ or 2 classes Application Fee Waived
 Not Approved Reason: _____

Human Resources Date

DISTRIBUTION OF APPROVAL WILL OCCUR AFTER HR COMPLETES REVIEW & VERIFICATION PROCESS:

Original-Human Resources; E-COPY(1)- Admissions & Records for Campus of Attendance; E-COPY(2) - Employee

INSTRUCTIONS FOR COMPLETING THE FEE WAIVER APPLICATION

1. Prior to paying fees, employee completes the top section of the form, "Employee Information". Employee dates and signs the form and forwards it to the appropriate supervisor.
2. Appropriate Supervisor
 - a. reviews the courses listed to evaluate appropriateness (job-related or part of Individual Career Development Plan); and
 - b. reviews and approves the Work Hour Arrangements; and
 - c. completes the Supervisor's Statement; and
 - d. signs and dates the application; and
 - e. forwards the form to the Dean/Area Manager for review and approval.
3. The Dean/Area Manager reviews and signs the form, and forwards it to the Human Resources Office MSR320.
4. Human Resources reviews and signs for final approval, and forwards to Admissions & Records for campus of attendance.
5. Employee contacts Admissions & Records regarding application for admission to the University.
6. Employee enrolling in more than 2 courses shall pay the difference between the part-time and full-time State University Fee.
7. If there are changes in approved courses, 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 to the Human Resources Office for each semester/term according to application/registration deadlines published in the University Schedule of Classes. Applications submitted after this date will be returned to the employee.

NEW STUDENT (EMPLOYEE): The "Application for Admission" must be submitted to the University Enrollment Services Office according to the application deadlines published in the University Catalog and Schedule of Classes. If applying for admission after the initial application period, employee needs to consult with the University Enrollment Services Office.

RETURNING STUDENT (EMPLOYEE): If enrolled as a student within prior 12 months, submit "Fee Waiver Application" to Human Resources by published registration deadline. If not enrolled within prior 12 months, must reapply for admission with Enrollment Services, and submit "Fee Waiver Application" to Human Resources by published application/registration deadline.

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.

HOW MANY COURSES MAY AN EMPLOYEE TAKE UNDER THE PROGRAM?

- A. Two (2) courses or 6 units per fall/spring semester; winter and summer term, whichever is greater.
- B. An eligible employee on an approved leave of absence may request a waiver of fees for more than 2 courses per term.
- C. Excluded from the fee waiver program are self-supported programs, i.e. Extended Education courses.

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. "Work-Related" means the course is necessary for improving skills for existing job/position. The appropriate supervisor indicates on the application how the course is directly related to the employee's current duties. CSU admission requirements may be waived for work-related courses.
- B. An "Individual Career Development Plan" is a course of study to obtain a degree or credential. This Plan is established by the employee and appropriate advisor, subject to approval by the appropriate administrators. CSU admission requirements shall be met for courses taken as part of the approved Individual Career Development Plan.
- C. Courses taken under the fee waiver program shall be taken for credit and not audited. Normal academic standards shall be maintained in order to continue participation in this program.
- D. Eligible employees may also enroll at other CSU campuses under the fee waiver program.

MAY COURSES BE TAKEN DURING WORK HOURS?

- A. Release time for 1 on-campus course per term may be approved by the appropriate supervisor, providing the operational needs of the department are met, as determined by the appropriate supervisor.
- B. If it is determined that release time is not appropriate, employees may
 1. request an adjusted work schedule subject to the approval of the appropriate supervisor; or
 2. use leave credits to cover absences for class attendance, subject to supervisory approval; or
 3. enroll in a course scheduled outside of normal working hours.
- C. For faculty employees, the course(s) may not conflict with scheduled classes or scheduled office hours.

IS COURSE PROGRESS OR ICDP PROGRESS EVALUATED?

Progress reviews are periodically held to assess the value of participation in the fee waiver program. In order to continue in this program, employees must remain in good academic standing. Copies of participant's grades are forwarded to Human Resources after the completion of the term.

ARE WAIVED FEES 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.