

# FEE WAIVER DOCUSIGN PROCESS

1. Go to [Human Resources](#) website:
  - a. Select the “Benefits & Pay” tab
  - b. Select the “Fee Waiver” section
2. Select Fee Waiver Application (Employee or Dependent)

The screenshot shows the Human Resources website navigation bar with links for Job Opportunities, What's New, Get Started, Benefits & Pay, Employee Life Events, Professional Development, About HR, and COVID-19 (coronavirus). The main heading is "Fee Waiver & Reduction Program".

**FEE Waiver Summer 2020 and Fall 2020 Deadlines**

- Summer 2020: May 29<sup>th</sup> 2020
  - (Payment deadline is July 17<sup>th</sup>. First day of instruction is June 1<sup>st</sup>)
- Fall 2020: July 31<sup>st</sup> 2020
  - (Payment deadline is August 12<sup>th</sup>. First day of instruction is August 24<sup>th</sup>)

The fee waiver program provides an opportunity for eligible employees to take courses at a CSU campus for career development; to attain a credential, undergraduate or graduate degree to enhance current job-related skills.

Job-Related Trainee: A job-related course is taken for the purpose of improving

**Related Links**

- [Fee Waiver FAQs](#)
- [Professional Development](#)

**Related Forms**

- [Employee \(Staff & Faculty\) Fee Waiver Application](#)
- [Individual Career Development Plan \(ICDP\)](#)
- [Dependent Fee Waiver Application](#)
- [Disabled Dependent Fee Waiver Eligibility Form](#)
- [Employee Fee Waiver Change of Course\(s\) Form](#)
- [CSU \\$70 Application Fee Reimbursement Form](#)

3. Log into DocuSign with your SF State credentials and Duo Authentication
4. Fee Waiver Application will open (Employee or Dependent)
5. Select “Use” to open form

The screenshot shows the DocuSign interface for a document titled "Fee Waiver Application - Employee". The document is shared with 3 people. The "USE" button is highlighted with a purple arrow. Below the document title, there is a "Recipients" section with three recipients listed:

Recipient ID	Recipient Name	Signature Status
1	Employee:	Needs to Sign
2	Supervisor:	Needs to Sign
3	Department Administrator/Dean:	Needs to Sign

## FEE WAIVER DOCUSIGN PROCESS

6. Complete your signature routing (**Employee Fee Waiver Application Only**):
  - a. Employee
  - b. Supervisor
  - c. Department Administrator/Dean

Fee Waiver Application - Employee

Recipients

Upon entering of name(s)  
SF State email will  
automatically populate.  
Your Supervisor can / may  
be the same individual.

1	<b>Employee</b> Name * <input type="text"/> Email * <input type="text" value="@sfsu.edu"/>	NEEDS TO SIGN MORE ▾
2	<b>Supervisor</b> Name * <input type="text"/> Email * <input type="text" value="@sfsu.edu"/>	NEEDS TO SIGN MORE ▾
3	<b>Department Administrator/Dean</b> Name * <input type="text"/> Email * <input type="text" value="@sfsu.edu"/>	NEEDS TO SIGN MORE ▾

7. Select "Send"

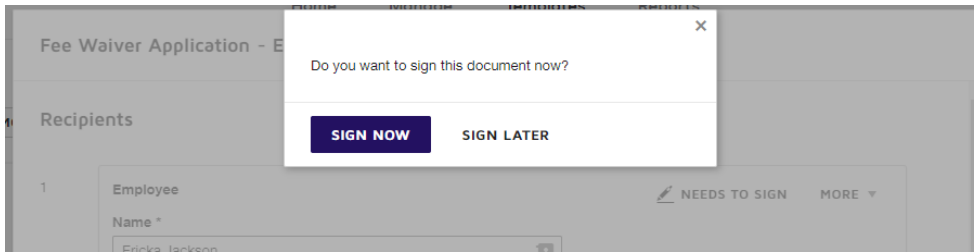
recipients

1	<b>Employee</b> Name * <input type="text"/> Email * <input type="text" value="@sfsu.edu"/>	NEEDS TO SIGN MORE ▾
2	<b>Supervisor</b> Name * <input type="text"/> Email * <input type="text" value="@sfsu.edu"/>	NEEDS TO SIGN MORE ▾
3	<b>Department Administrator/Dean</b> Name * <input type="text"/> Email * <input type="text" value="@sfsu.edu"/>	NEEDS TO SIGN MORE ▾
4	<b>Fee Waiver Coordinator</b> Signing Group Name * <input type="text" value="HR Benefits &amp; Retirement Services"/>	ALLOW TO EDIT MORE ▾

**SEND**    ADVANCED EDIT    DISCARD

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## 8. Select "Sign Now"



## 9. Select "Continue". Document will open

DocuSign Envelope ID: D3718906-9630-498D-A32C-401083CC4D0D

**SAN FRANCISCO STATE UNIVERSITY**

**HUMAN RESOURCES**  
EMPLOYEE Fee Waiver Application  
Please Complete Application Online and Print

**SECTION 1 - EMPLOYEE INFORMATION** **REQUIRED\***

Last Name First Name SF State Email Address SF State ID Semester Year

Classification Bargaining Unit College or Department Dept # Campus Phone Number

Degree Earned Institution Date

Do you have an approved Individual Career Development Plan on file? CSU Campus to Attend

Yes  No  If yes please indicate major: -- select --

**SECTION 2 - LIST COURSES FOR WHICH YOU ARE ENROLLING** **REQUIRED\***

Department	Course ID	Schedule No.	Course Title	Units	Days	Time	Check One Work Career
							<input type="radio"/>
							<input type="radio"/>

Notes: Effective with the 2019 tax year, all graduate/doctorate level courses taken by employees or their dependents, which exceed the \$5,250 threshold will be taxable and withheld from the employee's pay warrant. Graduate courses deemed job related, pursuant to Internal Revenue Code Section 132(d), will no longer be excludable from W-2 wages. Employees may consult a personal tax advisor to determine if courses taken are job related and include the deduction on their personal tax returns. All undergraduate level courses taken by an employee's domestic partner through the CSU Fee Waiver program are also taxable.

**SECTION 3 - JUSTIFICATION FOR COURSES** **REQUIRED\***

**WORK-RELATED** - courses which have a direct link to employees job; taken to enhance skills required to perform current job duties.

**CAREER DEVELOPMENT** - Matriculating student of a CSU Campus pursuing a degree/credential program. (ICDP HR Form #510-B) Briefly describe how this course work is work-related or part of your Individual Career Development Plan (ICDP)

To the best of my knowledge, the information above is correct. Further, I agree to provide information concerning my studies, activities and grades by authorizing Enrollment Services to release my transcripts to Human Resources, Safety & Risk Management. I am taking this course(s) under the CSU Fee Waiver Program on a voluntary basis and my participation is not mandated by my employer. I certify that I have read the Fee Waiver Information Sheet for the current semester and am aware that should I become ineligible to participate in the Fee Waiver program, I will be billed accordingly. Registration fees and tuition are subject to change without advanced notice & are non-refundable. Courses taken under the Fee Waiver Program may not be audited.

Signature of Applicant \_\_\_\_\_ Date 04/20/2020 | 11:24 AM PDT

DocuSign Envelope ID: 05548168-B862-44A6-A8AC-3FF77AEE3C0

**SAN FRANCISCO STATE UNIVERSITY**

**HUMAN RESOURCES**  
DEPENDENT Fee Waiver Application  
Please Complete Application Online and Print

**SECTION 1 - EMPLOYEE INFORMATION** **REQUIRED\***

Last Name First Name SF State ID # Campus Phone # SF State Email Address

Classification Bargaining Unit College or Department Dept #

I wish to transfer my fee waiver eligibility, as provided in the contract, to my spouse, registered domestic partner or dependent child noted below. I understand the transfer prohibits my personal use of fee waiver benefits during the semester of enrollment indicated.

**SECTION 2 - DEPENDENT INFORMATION** **REQUIRED\***

Name of Spouse/Domestic Partner or Dependent Child Relationship to Eligible Employee SF State ID #

Street Address City State ZIP Code Phone Number

Current Employment Major Program Semester Year

Small Address Child's Age Child's Date of Birth Marital Status

Check this box if the dependent is 25 years or older, and incapable of self-support due to disability.

**SECTION 3 - STUDENT STATUS** **REQUIRED\***

Select one choice from columns A - B & C

A.	B.	C.
<input type="radio"/> Undergraduate	<input type="radio"/> New Student	Number of Classes <input type="text"/>
<input type="radio"/> Graduate	<input type="radio"/> Continuing Student	Number of Enrolling Units <input type="text"/>
<input type="radio"/> Doctorate		
<input type="radio"/> Credential		

**SECTION 4 - PLEASE INDICATE THE APPROPRIATE DEPENDENT FINANCIAL INFORMATION**

My dependent is requesting reimbursement for SF University application fee previously paid.

My dependent is requesting reimbursement for tuition fees previously paid.

My dependent is receiving financial aid for the semester indicated in this form.

Notes: Effective with the 2019 tax year, all graduate/doctorate level courses taken by employees or their dependents, which exceed the \$5,250 threshold will be taxable and withheld from the employee's pay warrant. Graduate courses deemed job related, pursuant to Internal Revenue Code Section 132(d), will no longer be excludable from W-2 wages. Employees may consult a personal tax advisor to determine if courses taken are job related and include the deduction on their personal tax returns. All undergraduate level courses taken by an employee's domestic partner through the CSU Fee Waiver program are also taxable.

**SECTION 5 - PLEASE SIGN AND DATE APPLICATION** **REQUIRED\***

I certify that the above information is true to the best of my knowledge and that the individual mentioned above is my spouse, registered domestic partner or dependent child.

Signature of Applicant \_\_\_\_\_ Date 04/20/2020 | 11:17 AM PDT

## 10. Complete & Sign (If you do not have an electronic signature on file, you will be prompted to create one.)

## 11. Select "Finish". The document will route to the authorized individuals / departments.

## 12. Upon completion of all signatures, the employee will receive an email notification and will be able to download for their records.