San Francisco State University
Fee Waiver Information
TOPICS

- Fee Waiver Basics
- Eligibility
- Exclusions
- Program Benefits
- Dependent Transfer
- Procedures
TOPICS

- Fee Waiver Basics
- Eligibility
- Exclusions
- Program Benefits
- Dependent Transfer
- Procedures
Instructions

- Go to SF State Fee Waiver website - Fee Waiver & Reduction Program | Human Resources (sfsu.edu)
- Select appropriate Fee Waiver application (right-hand side menu list under “Related Forms”)
- Enter your SF State email address
- Enter your SF State credentials
- Select “USE” on the DocuSign page
- Enter “Employee” name and email
- Enter “Supervisor” name and email
- Enter department “Administrator” name and email
- Scroll to bottom of page and select “SEND”
- Select “SIGN NOW”
- Select “CONTINUE”
- Complete Form
Employee Pathways

Job Related

- Update knowledge, skills, and abilities, improve work performance or be ready for upcoming changes in job duties
- Employees are not matriculated students and not working towards a degree

Career Development

- Employees apply and are admitted as matriculated students working toward a degree
Individual Career Development Plan (ICDP)

- The course of study will be established by the employee and assisted by an advisor of choice selected by the employee.
- Subject to approval by the appropriate administrator.
- The ICDP is kept on file up to four years.
- Please submit the ICDP for the first semester you attend through DocuSign.
## Eligibility By Bargaining Unit

<table>
<thead>
<tr>
<th>Bargaining Unit</th>
<th>Eligibility Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit 1 (Physicians)</td>
<td>All Members</td>
</tr>
<tr>
<td>Units, 2, 5, 7, 9 (CSUEU) Units, 4, (Academic)) and Units 6 (Skilled Trades)</td>
<td>FT Employees and Part-Time Permanent Employees</td>
</tr>
<tr>
<td>Unit 8 (Public Safety) C99 (Confidential) E98 (Executives)</td>
<td>Permanent employees and full-time probationary employees (Temporary are ineligible)</td>
</tr>
<tr>
<td>E99 (Excluded)</td>
<td></td>
</tr>
<tr>
<td>M80 (MPP)</td>
<td>Full Time Employees</td>
</tr>
</tbody>
</table>
Faculty Eligibility

- To be eligible Faculty (Unit 3) employees must meet one of the following
  - Tenure track Faculty (either tenured, probationary or FERP)
    - FERP participants are eligible for fee waiver only during the semesters when they are actively employed
  - Lecturers and other faculty unit employees with a three year temporary appointment
    - Three-year appointment eligibility is obtained by working at least one semester for six consecutive academic years
  - Coaches with at least six years of consecutive full-time equivalent service in their department
    - One semester in the bargaining unit on a single CSU campus, during a single academic year is considered one year of service
Eligibility - Academic

- Must maintain at least a 2.0 GPA each semester
Program Benefits

- Tuition is waived for two courses or 6 units per semester, whichever is greater
  - If the unit/course limitation is exceeded, the employee must pay the difference in fees
- Fees are reduced
  - Student Union Fee, Student Body association Fee, Health Facilities Fee $1.00
- Only state-funded courses are eligible
- Extended Education (CEL) courses are excluded
- Release time to attend one course subject to management approval
- Can be used at any CSU campus
Tuition & Fees

- Application Fee – only one campus fee is waived or reimbursed regardless of the number of applications submitted. Fee reimbursed for the CSU you enroll and attend
  - Complete and submit the $70.00 Application Fee Reimbursement form through DocuSign for SFSU
- The full tuition is waived if an employee takes only two courses, even if they exceed 6.0 units
- Eligible employees and their dependents must pay their reduced fees by the semester fee payment deadline in order to maintain the classes enrolled during their appointed date & time.
Fee Waivers for CSU Employees and Employee Dependents are established by collective bargaining or other agreements between employee groups and CSU Human Resources Office. The Fee Waiver participant is responsible for paying the non-waived portion of the tuition and fees by the posted due dates.

Please check the Bursar’s office website for Tuition and fees due dates.
Payment deadline and the non-refundable late administrative fee and late registration fee apply to all eligible employees and their eligible dependents.

If an approved fee waiver application is received by the Bursar’s Office after the full payment has been made, a refund request for the overpayment may be submitted to the Bursar’s Office.

If the employee or dependent meets the eligibility criteria for Fee Waiver AND Financial Aid, they should contact the Office of Financial Aid at the campus of enrollment for specific information.

Financial Aid recipients are not subject to be dis-enrolled from classes.

*As a reminder, If not attending, the employee/dependent is responsible for dropping classes prior to the first day of the semester.*
Tuition & Fees (Sample)

And After ...

<table>
<thead>
<tr>
<th>EMPLOYEE FEE WAIVER COSTS</th>
<th>UNDERGRADUATE</th>
<th>GRADUATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1-6 UNITS</td>
<td>7+ UNITS</td>
</tr>
<tr>
<td>Part Time to Full Time</td>
<td>N/A</td>
<td>$1,149.00</td>
</tr>
<tr>
<td>Student Body Center/Student Union Fee</td>
<td>$1.00</td>
<td>$1.00</td>
</tr>
<tr>
<td>Student Body Association Fee</td>
<td>$1.00</td>
<td>$1.00</td>
</tr>
<tr>
<td>Health Facilities Fee</td>
<td>$1.00</td>
<td>$1.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$3.00</td>
<td>$1,152.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DEPENDENT FEE WAIVER COSTS</th>
<th>UNDERGRADUATE</th>
<th>GRADUATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1-6 UNITS</td>
<td>7+ UNITS</td>
</tr>
<tr>
<td>Part Time to Full Time</td>
<td>N/A</td>
<td>$1,149.00</td>
</tr>
<tr>
<td>Student Body Center/Student Union Fee</td>
<td>$82.00</td>
<td>$82.00</td>
</tr>
<tr>
<td>Student Body Association Fee</td>
<td>$54.00</td>
<td>$54.00</td>
</tr>
<tr>
<td>Health Facilities Fee</td>
<td>$3.00</td>
<td>$3.00</td>
</tr>
<tr>
<td>Recreation &amp; Wellness Center Fee</td>
<td>$90.00</td>
<td>$90.00</td>
</tr>
<tr>
<td>Student Health Service Fee</td>
<td>$157.00</td>
<td>$157.00</td>
</tr>
<tr>
<td>IRA - General Fee</td>
<td>$50.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>IRA - Athletics</td>
<td>$68.00</td>
<td>$68.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$504.00</td>
<td>$1,653.00</td>
</tr>
</tbody>
</table>
Transfer of Benefit

- Spouse or registered domestic partner
- Dependent child (subject to age restrictions)

<table>
<thead>
<tr>
<th>Employee Category/Bargaining Unit and Dependent Age</th>
<th>Eligible Dependents for Fee Waiver Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit 1 (Physicians) (Age 23)</td>
<td>Spouse</td>
</tr>
<tr>
<td>Unit 6 (Skilled Trades) (Age 25)</td>
<td>Dependent Child</td>
</tr>
<tr>
<td>Unit 8 (Public Safety) (Age 23)</td>
<td>Domestic Partner</td>
</tr>
<tr>
<td>Unit 10 (IUOE) (Age 23)</td>
<td></td>
</tr>
<tr>
<td>C99 (Confidential) (Age 25)</td>
<td></td>
</tr>
<tr>
<td>M80 (MPP) (Age 25)</td>
<td></td>
</tr>
<tr>
<td>M98 (Executives) (Age 25)</td>
<td></td>
</tr>
<tr>
<td>Units 2,5,7,9 (CSUEU) (Age 25)</td>
<td>Spouse</td>
</tr>
<tr>
<td>Unit 3 (Faculty) (Age 23)</td>
<td>Dependent Child</td>
</tr>
<tr>
<td>Unit 4 (AP) (Age 23)</td>
<td>Domestic Partner</td>
</tr>
<tr>
<td>Unit 12</td>
<td>N/A</td>
</tr>
<tr>
<td>E99 (Excluded)</td>
<td></td>
</tr>
</tbody>
</table>
Dependent Details:

- Dependents must be matriculated (Currently working towards a degree)
- They will have to apply to the University, be accepted, and enrolled before the waiver can reduce their balance
- If both Parents are employees and eligible for the fee waiver, both employees can transfer their benefit to one dependent. This is called a two party waiver
- The reduction in fees will show on the student account
The Doctorate Tuition Fee will be charged in lieu of the Tuition Fee.

Eligible employees or dependents that enroll in the Doctoral program are required to take specified coursework (e.g., one, two or three courses) per term.

The Doctorate Tuition Fee is a flat fee; there is no part-time rate.
Taxes

- All **graduate level** tuition fees waived for an employee’s spouse or dependent child are considered taxable income.

- Undergraduate and graduate fees waived for an employee’s **domestic partner** is considered taxable income. All courses are taxed on the entire amount waived.

- The Payroll Department reports fee waiver-related imputed taxable income to the IRS.

- **Employee Student:** Undergrad Courses: not taxed at all. Graduate courses: Taxed on amount over $5,250 (Unless job related)

- **Dependent (Spouse/child) student:** Undergrad courses: not taxed at all. Graduate courses: Taxed on amount waived
Forms & Procedures

- A new Fee Waiver Application must be submitted to HR for approval for each semester to continue participation in the program
- Please complete and submit through DocuSign
- Approved forms are routed by HR to:
  - Fee Waiver Coordinator at appropriate campus of attendance
- Forms & info are available online

- [https://app.docusign.com/templates/details/6e1e7b13-9a98-40b0-888c-4b6d5a2e5a17](https://app.docusign.com/templates/details/6e1e7b13-9a98-40b0-888c-4b6d5a2e5a17)
Forms & Procedures

- Non-Matriculated employees (not seeking a degree) – complete the fee waiver form & submit to HR:
  - Employee or dependent Fee Waiver Application form must be submitted through DocuSign

- Employees seeking a degree (career development path) – complete the **CSU Admission Application** and submit to Admissions; complete the following forms after being accepted to the university:
  - Employee Fee Waiver Application form
  - Career Development Plan (ICDP) first semester

- Employees transferring benefits to dependents – submit form to HR:
  - Dependent Fee Waiver Application
Tips and Traps

- Career development students must apply to and be accepted by the university
- A fee waiver application does NOT guarantee admission to the university
- Lab classes with a different catalog number than the lecture class that goes with it will be counted as a separate class
- The dependent fee waiver applies only to certain fees incurred by California residents
  - Spouses, domestic partners and dependent children who do not meet established in-state residency requirements will be responsible for paying non-resident tuition charges based upon the total number of units in which they are enrolled.
An eligible employee who is on an approved leave of absence may enroll for more than 6 units in accordance with the following schedule:

<table>
<thead>
<tr>
<th>Percentage of leave</th>
<th>Maximum semester or quarter units</th>
</tr>
</thead>
<tbody>
<tr>
<td>One-fourth but less than one-half</td>
<td>9</td>
</tr>
<tr>
<td>One-half but less than three-quarters</td>
<td>12</td>
</tr>
<tr>
<td>Three-fourths but less than full</td>
<td>15</td>
</tr>
<tr>
<td>Full</td>
<td>Not limited</td>
</tr>
</tbody>
</table>
To avoid the $25.00 late registration fee, matriculated students must register prior to the 1st day of the term.

Students are responsible for staying informed about registration and tuition/fee payment deadlines, Check Bursar’s and Registrar’s website.

Also check for the fee waiver deadline for each semester on the HR benefits website.

If attending another CSU campus be sure to check that campus for their deadlines.
ADDITIONAL RESOURCES

- Admissions
- Financial Aid
- Registration
- Tuition & Fees Bursar’s
Contact Information:

LOLA THOMAS
FEE WAIVER COORDINATOR
(415) 338-2683
YTHOMAS@SFSU.EDU
HR CLIENT SERVICE CENTER (FEE WAIVER INQUIRY)