

San Francisco State University

Employee Fee Waiver Presentation

November 8, 2024



AGENDA

- ▶ **Welcome!**
- ▶ ***Please hold questions until the end, as they may be answered in the slides as we move forward.***
- ▶ **Topics we'll cover today; Fee Waiver basics**
 - ▶ Program Overview
 - ▶ Eligibility
 - ▶ Exclusions
 - ▶ Program Benefits
 - ▶ Dependent Transfer
 - ▶ Procedures

Program Overview

General Program Overview

- ▶ Eligible staff and faculty may take courses at any of the CSU's 23 campuses at a reduced rate or transfer the benefit to their qualified Dependent.
- ▶ The eligible Employee or their Dependent can take up to two (2) courses or up to six (6) units per term, whichever is greater.
- ▶ Courses taken under the Fee Waiver program must be taken for credit.
- ▶ Only regular session State-funded courses are fee waiver-eligible (listed as “Academic Regular Session” in the SF State class schedule search). Summer session courses are Fee Waiver-eligible only if they are State-funded.
- ▶ The Fee Waiver application must be submitted before each term via Docusign.
- ▶ Employees and Dependents taking graduate level courses are subject to taxation.

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 form (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 form is kept on file up to four years
- ▶ Please submit the ICDP form for the first semester you attend through DocuSign [link](#) (or search ICDP in All Templates in DocuSign)

Eligibility by Bargaining Unit

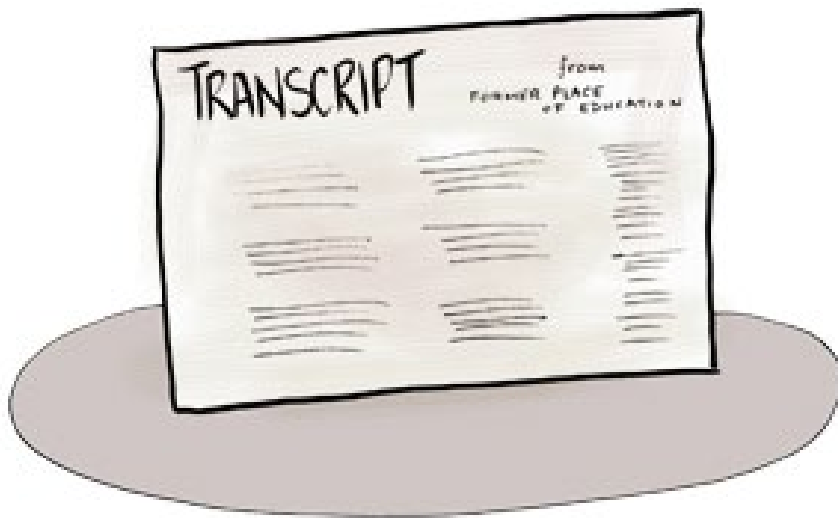
Bargaining Unit	Eligibility Criteria
Unit 1 (Physicians)	All Members
Units, 2,5,7,9 (CSUEU) Units, 4, (Academic) and Units 6 (Skilled Trades)	FT Employees and Part-Time Permanent Employees
Unit 8 (Public Safety) C99 (Confidential) E98 (Executives) E99 temporary hires (Excluded)	Permanent employees and full-time probationary employees (Temporary are in- eligible)
M80 (MPP)	Full Time Employees

Faculty Eligibility

- ▶ To be eligible for Employee/Dependent Fee Waiver, 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 (listed as “Academic Regular Session” in the [class schedule search](#))
- ▶ Extended education (i.e., CPaGE) 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.

Tuition and Fees (cont.)

- ▶ Fee Waivers for CSU Employees and Employee Dependents are established by collective bargaining or other agreements between employee groups and CSU Human Resources. 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

Tuition & Fees (cont.)

- ▶ 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.

Transfer of Benefit

- ▶ Spouse or registered domestic partner (no age restriction)
- ▶ Dependent child (subject to age restrictions):

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

Transfer of Benefit (cont.)

- ▶ **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

SF State Doctorate in Educational Leadership (Ed.D)

- ▶ The SF State Doctorate in Educational Leadership (ed.D.) 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 9 units each Fall, Spring and Summer over 8 semesters
- ▶ The Doctorate Tuition Fee is a flat fee; there is no part- time rate.
- ▶ Regular zoom info sessions with our graduate coordinator or academic advisor that can be found here <https://edd.sfsu.edu/events>

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
 - ▶ Employee Fee Waiver application in DocuSign [link](#) (or search Fee Waiver in All Templates in DocuSign search)
 - ▶ Dependent Fee Waiver application in DocuSign [link](#) (or search Fee Waiver in All Templates in DocuSign search)

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 (matriculated) 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:

Percentage of leave	Maximum semester or quarter units
One-fourth but less than one-half	9
One-half but less than three-fourths	12
Three-fourths but less than full	15
Full	Not limited



- ▶ 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 the Bursar's and Registrar's websites (links on next page)
- ▶ 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

- ▶ [Human Resources Fee Waiver website](#)
- ▶ [Admissions](#)
- ▶ [Financial Aid](#)
- ▶ [Registration](#)
- ▶ [Tuition & Fees: Bursar's Office link](#)





An example of a grad program you may be interested in: **Master of Public Administration (MPA) Program**

Passion. Skill. Leadership.

Testimonials from employees you may know. Ask them about it!



When I decided to return to school years ago, I immediately knew I wanted to pursue a Masters degree but the thought of the financial burden stopped me. I owe deep gratitude to my undergraduate advisor Prof. Logan (Labor Studies), who informed me about the Fee Waiver program and encouraged me to apply for the MPA program. Achieving a Master's isn't easy, but the knowledge and friendships gained is well worth the journey. I look forward to walking the stage, turning my tassel, and receiving my MPA.

Dee Bradford, Whistleblower & Compliance Manager, (interim), Human Resources, MPA '26



The MPA program has provided me with a solid foundation in which I can be an administrator, who exudes integrity, collaboration, and inclusiveness. I now have the resources to strengthen my leadership, critical thinking, presentation skills, organizational behavior and public policy.

Jen Gasang, Executive Director, Institute for Civic & Community Engagement, MPA '16



Going back to school is not an easy decision, but the fee waiver took the financial stress out of the equation. You get the freedom to tailor the courses to your own interests and passions, and the faculty will mentor you along the way. The program has helped me to become a better writer, leader, and public servant. Getting your MPA will not be easy, but it will be worth it.

Shae Hancock, Interim Human Resources Director, University Corporation, MPA '23



The MPA program created an opportunity for me to improve my career. I found the program's professors to be knowledgeable, professional, approachable, and supportive. I was able to apply classroom theory to real world problems. The program is also fully accredited and presents tremendous value for those looking to accelerate their career in the public service or nonprofit sectors.

George Haris, Director of Housing Administration, Housing, Dining, Conference Services, MPA '17



Questions?

Feel free to
raise your
hand, or
add to the
Chat

Contact Information:

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[HR CLIENT SERVICE CENTER](#) (FEE WAIVER INQUIRY)