



# Fee Waiver

## **Employee Tuition Fee Waiver Presentation**

Presenter: Yolanda (Lola) Thomas, SFSU Fee Waiver Coordinator, Human Resources

Date: August 8, 2025

# Agenda

- Program Overview
- Employee Pathways
- ICDP Forum
- Eligibility
- Program Benefits
- Tuition, Fees & Taxation
- Dependent Fee Waiver
- Doctorate Info
- Forms & Procedures
- Tips
- Additional Resources



# Program Overview

- Eligible staff and faculty employees may take courses at **any of the CSU's 23 campuses** at a reduced rate or transfer their 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 (i.e., listed as “Academic Regular Session” in the [SFSU 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

## Work-Related:

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

## Career Development:

- Employees apply and are admitted to the campus of their choice 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 your 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 the DocuSign [link](#) (or search ICDP in All Templates in DocuSign)

# Eligibility by Bargaining Unit

Employee Category	Eligibility Criteria
Physicians (R01)	All unit employees
CSUEU (R02, 05, 07, 09), Academic Professionals (R04), Teamsters (R06), and Operating Engineers (R10)	Full-time employees (i.e., permanent, temporary, & probationary) and part-time permanent employees
Faculty (R03)	Tenured* and probationary faculty and temporary faculty unit employees (excluding coaches) with three (3) year appointments. Coaches must have at least six (6) years of full-time equivalent service in the department.
Executive (M98) Confidential (C99)** Excluded (E99)** Public Safety (R08)	Full-time or part-time permanent ** employees, and full-time probationary employees (no temporary)
MPP (M80)	Full-time employees (includes temporary)



# 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 a 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 (i.e., SFSU's CPaGE) courses are excluded
- Release time to attend one course is subject to your Appropriate Administrator's approval
- Can be used at any CSU campus

# Tuition & Fees

## Application Fee:

- Only one CSU campus fee is waived or reimbursed, regardless of the number of applications submitted. The fee is reimbursed for the CSU you enroll in and attend.
- Complete and submit the \$70.00 Application Fee Reimbursement form through DocuSign for SFSU

## Tuition Fee:

- 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 to maintain the classes enrolled during their appointed date & time.



# Tuition & Fees (continued)

- 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 at whichever campus you attend for Tuition and Fees due dates





# Tuition & Fees & Taxation (continued)

- The payment deadline, the non-refundable late administrative fee, and the late registration fee apply to all eligible employees and their eligible dependents.
- If the Bursar's Office receives an approved Fee Waiver application 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 being disenrolled from classes.
- Please check the taxation details on the last page of our [Fee Waiver FAQ document](#)

**\*As a reminder, if not attending, the employee/dependent is responsible for dropping classes before the first day of the semester. The Employee should submit the [Fee Waiver Program – Change of Course form on Docusign](#).**

# Dependent Fee Waiver Eligibility Chart

Employee Category (and age maximum that the child dependent can utilize fee waiver)	Eligible Dependents for Fee Waiver Transfer
Public Safety (R08) - Age 25 Confidential (C99) - Age 25 MPP (M80) - Age 25 Executives (M98) - Age 25 Operating Engineers (R10) - Age 23	Spouse Dependent Child Domestic Partner
Physicians (R01) - Age 23 CSUEU (R02, 05, 07, 09) - Age 25 Faculty (R03) - Age 25 Academic Professionals (R04) - Age 25 Skilled Trades (R06) - Age 25	Spouse Dependent Child Domestic Partner
Excluded (E99) UAW (R11), (R13), (R14)	Not Eligible

# Dependent Fee Waiver (continued)

## Dependent Details:

- ▶ Dependents must be matriculated (working towards a degree)
- ▶ They will have to apply to the university of their choice, be accepted, and be enrolled before the Fee 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's campus account



# SFSU Doctorate in Educational Leadership (Ed.D)

- The SFSU Doctorate in Educational Leadership (Ed.D.) Tuition Fee will be charged instead of the Tuition Fee.
- Eligible employees or dependents who enroll in the Doctoral program are required to take nine 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 can be found here <https://edd.sfsu.edu/events>

# Forms & Procedures

- A new Fee Waiver Application must be submitted for each semester to continue participation in the program
- Complete and submit forms through DocuSign
- Approved forms are routed by HR's Fee Waiver Coordinator to:
  - The Fee Waiver Coordinator at the appropriate campus of attendance
- Forms are available through DocuSign
  - Employee Fee Waiver application in DocuSign [link](#) (or search Fee Waiver in All Templates in DocuSign)
  - Dependent Fee Waiver application in DocuSign [link](#) (or search Fee Waiver in All Templates in DocuSign)
  - Fee Waiver Program – Change of Course form in DocuSign [link](#)
  - CSU Application Fee Reimbursement in DocuSign [link](#)



# Forms & Procedures (continued)

## Work-Related path (non-matriculated employees/not seeking a degree)

- Complete the ICDP form
- Complete the Employee Fee Waiver form

## Career Development path (employees seeking a degree)

- Apply to campus of choice via [CalStateApply](#). After being accepted and registering for classes,
- Complete the ICDP form
- Complete the Employee Fee Waiver form
- Complete the \$70 Application Fee Reimbursement form

## Employees transferring their Fee Waiver to their eligible Dependent

- Apply to campus of choice via [CalStateApply](#). After being accepted and registering for classes,
- Complete the Dependent Fee Waiver form
- Complete the \$70 Application Fee Reimbursement form

If the Employee or Dependent changes or drops classes, campus fees may apply. Make the change at the campus level, then Employee must complete the Fee Waiver Program Change of Course Form [link](#)



# Tips

- Career Development (matriculated) students must apply to and be accepted by the university
- The Fee Waiver 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 specific 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.



## Employees on Leave

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



# Tips (continued)

- To avoid the \$25.00 late registration fee, matriculated Employees (students) must register prior to the 1<sup>st</sup> day of the term
- Employees are responsible for staying informed about registration and tuition/fee payment deadlines. Check the Bursar's and Registrar's websites for deadlines.
- Also check for the Fee Waiver deadline for each semester on the [Benefits Fee Waiver 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](#)



## More resources for ways to use your employee Fee Waiver:

Check our [Fee Waiver FAQs](#) for additional information, including applicable taxes.

[SFSU class schedule](#) can be used to search for classes right here at SFSU.

**SFSU's Graduate College of Education** offers programs for aspiring educators in Undergrad, Teaching Credentials, Masters or Doctorate: <https://gcoe.sfsu.edu/>

**SFSU's Division of Graduate Studies** offers a wide array of Certificates, Second Baccalaureate, Interdisciplinary Studies and Double Master's degrees. <https://grad.sfsu.edu/content/certificate-programs> More info on next slide.



# Division of Graduate Studies

## Graduate Degree Programs

- 72 total graduate degrees, including EdD and joint PhD programs
- 3% (2 programs) are fully online
- 21% (15 programs) approved for hybrid delivery under Distance Education Authorization

## Graduate Certificates

- 31 post-baccalaureate/graduate certificate programs
- 13% (4 programs) approved for hybrid delivery

## Graduate Course Delivery: Spring 2025

- 77% of graduate-level course sections were Face-to-Face (F2F)
- 15% were delivered fully online
- 8% were hybrid

Website: <https://grad.sfsu.edu/>



© imec



# Division of Graduate Studies



## Zoom Drop-In

Tuesdays & Thursdays – 2pm to 4pm

Meeting ID: 878 0998 2201

PW:175016

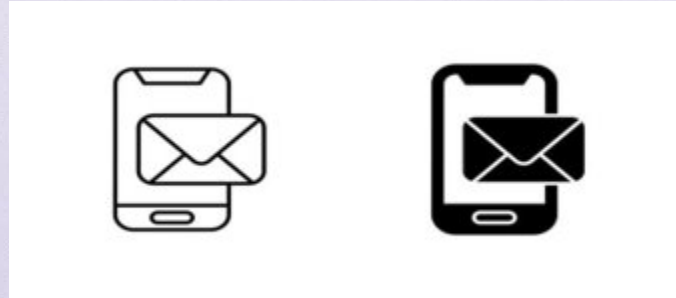
Website: <https://grad.sfsu.edu/>

**Dr. Noah Price**

**Associate Dean of Graduate Studies**

**& Career Development**

**[nprice@sfsu.edu](mailto:nprice@sfsu.edu)**



Email: [gradstudies@sfsu.edu](mailto:gradstudies@sfsu.edu)

Phone: [\(415\) 338-2234](tel:(415)338-2234)

Monday -Friday

9am to 11am & 2pm to 4pm



Graduate Student Services

Administration Building, Room 254

Monday - Friday, 9am – 4:30pm

Questions?  
Feel free to raise your hand or add to the Chat.





# Contact Information:

Lola Thomas, Fee Waiver Coordinator  
Human Resources

Tel: 415.338.2683

Email: [ythomas@sfsu.edu](mailto:ythomas@sfsu.edu)

Benefits: 415.405.4004

Email: [benefits@sfsu.edu](mailto:benefits@sfsu.edu)

HR Client Service Center (Fee Waiver Inquiry)



# **SAN FRANCISCO STATE UNIVERSITY**

Thank you!