



Employee Tuition/Fee Waiver Program Presentation

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

Date: August 7, 2026

Agenda

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



Program Overview

- Eligible staff and faculty may take courses at **any of the CSU's 22 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 semester, whichever is greater. If the unit/course limitation is exceeded, the employee must pay the difference in fees. 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 (not CPaGE).
- Only State-funded courses are eligible. Extended education (i.e., SFSU's CPaGE) courses are excluded.
- Employee release time to attend one course is subject to your Appropriate Administrator's approval
- Can be used at any CSU campus: link to [CSU Degree Search at all campuses \("Extension" programs are not eligible\)](#)

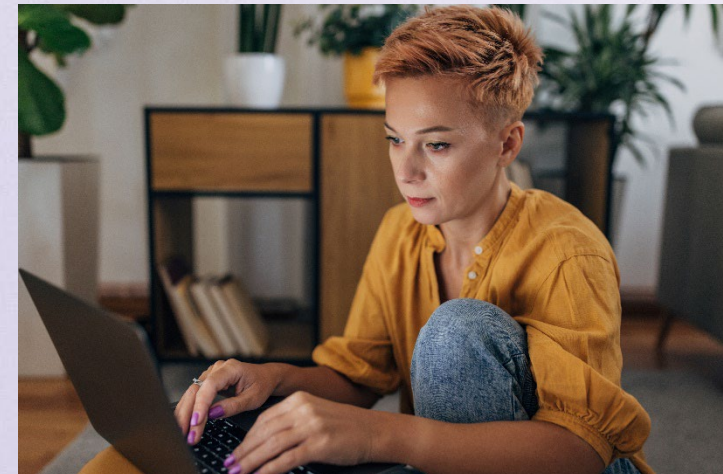
Pathways for using the Employee Fee Waiver:

Work-Related:

- Update knowledge, skills and abilities, improve work performance, or to be prepared for job changes
- Employees are **not** matriculated students and are not working towards a degree
- Can be used for undergrad classes and towards certifications (except for classes at SFSU's College of Professional & Global Education and extended learning at other CSU campuses)

Career Development:

- Employees apply and are admitted to the CSU campus of their choice as matriculated students **working towards a degree**
- **** Grad school/Grad certificates only eligible by with this pathway**



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



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

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

Tuition and 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



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.**

More resources for ways to use your employee Fee Waiver:



- [Use this link to find **degrees** at any CSU that are fully online \(make sure it says “campus”, not “extension”\)](#)
- [Use this link to find **classes** that are fully online](#) at any CSU
- Check our [Fee Waiver FAQs](#) for additional information, including applicable taxes.
- [SFSU class schedule](#) to search for individual classes at SFSU.
*Note: select “Academic Regular Session” to find State-funded classes (not CPaGE).

SFSU’s Graduate College of Education offers programs for aspiring educators in Undergrad, Teaching Credentials, Masters or Doctorate: <https://gcoe.sfsu.edu/> (see next slide)

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> (see next slide)

Interested in pursuing a Master's, 2nd Bachelor's or Graduate Certificate(s)?

options include Double Master's, Interdisciplinary Studies and others.

Reach out to Division of Graduate Studies to learn more:

SFSU Division of Graduate Studies

SFSU Graduate Degree Programs

- 72 total graduate degrees, including EdD and joint PhD programs
- 3% (2 programs) are fully online

SFSU Certificates

Find a wide array of Undergrad and Grad Certificates to complement your skills and degree or to show proficiency in new skills

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



SFSU Doctorate in Educational Leadership (Ed.D)

- The SFSU Doctorate in Educational Leadership (Ed.D.) Tuition Fee will be charged. The Doctorate Tuition Fee is a flat fee; there is no part-time rate. Check [here](#) for current rates.
- Eligible employees or dependents who enroll in the Doctoral program are required to take nine units each Fall, Spring, and Summer over 8 semesters (3 classes each semester – two classes or up to 6 units can be covered by the Employee Fee Waiver, per semester.
- Questions? Drop into any of their Prospective Student Information Sessions via Zoom, which are offered regularly. Upcoming dates found here:
<https://edd.sfsu.edu/events>

Program Description

The SF State doctoral program in Educational Leadership focuses on transformative leadership, social justice, and equity. Learn more about how we incorporate that into classroom and research work.

The SF State University program is distinguished by:



An accelerated timeline (three years) to complete course work and dissertation.

A focus on closing the opportunity gap, equity, access, and social justice for diverse learners.

A distinguished multi-disciplinary faculty and perspectives from six colleges within the university.

Student learning within a cohort community where students attend class and work on projects together every other weekend year-around.

The integration of theory and practice, quantitative and qualitative analysis, and evaluation of promising practices to inform evidence-based decision-making.

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 (or AdobeSign)
- Approved forms are routed by HR's Fee Waiver Coordinator to:
 - The Fee Waiver Coordinator at the appropriate campus of attendance
- Forms:
 - 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 AdobeSign [link](#)
 - CSU Application Fee Reimbursement in AdobeSign [link](#)

Individual Career Development Plan form (ICDP)

(needed if you're pursuing a degree)



- The course of study will be established by the employee, assisted by their advisor of choice.
- 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)

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INDIVIDUAL CAREER DEVELOPMENT PLAN (ICDP)

Section 1: EMPLOYEE INFORMATION

Last Name	First Name	Email Address	SF State ID	Semester	Year
Classification/ Bargaining Unit		College or Department	Dept #	Campus Phone Number	

Section 2: ACADEMIC GOAL:

☐ Bachelor's Degree

Major:

☐ Master's Degree

Major:

☐ Doctoral Degree

Major:

☐ Teaching Credential

Multiple

Single

Section 3: CAREER OBJECTIVE (reference - <http://www.calstate.edu/HRAdm/Classification/index.shtml>)

A. Career Objective:

B. Briefly describe the position within the CSU which you would ultimately like to have:

C. List any interim positions necessary to attain your overall career objectives:

D. How will the above stated objectives mutually benefit CSU and you?

Fee Waiver Forms needed for Human Resources:

1. Individual Career Development Form (ICDP)

* Submit it once for your program; kept on file four years.

2. Employee Fee Waiver Form

* Submit it before each semester.

3. CSU Application Reimbursement Form

* for CSU Apply application

4. Fee Waiver Change of Course Form

* If you need to drop or change classes

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HUMAN RESOURCES

EMPLOYEE FEE WAIVER PROGRAM
CHANGE OF COURSE(S)

Section 1: EMPLOYEE INFORMATION

Last Name	First Name	Email Address	SF State ID	Semester	Year
Classification/ Bargaining Unit		College or Department	Dept #	Campus Phone Number	

Section 2: Please Indicate Semester:

☐ Fall 20
 ☐ Spring 20
 ☐ Summer 20

☐ I have added the following classes:

Section 3: Added Classes

Department	Course ID	Schedule No.	Course Title	Units	Days	Time	Check One Work Career
							☐ ☐
							☐ ☐

☐ I have dropped the following classes.

Section 4: Dropped Classes

Department	Course ID	Course Title	Days	Time

Section 5: CERTIFICATION – Employee

I understand that San Francisco State University cannot guarantee me a promotion or other advancement after my completion of this specific Individual Career Development Plan. I understand that I must meet the normal academic standards of San Francisco State University.

Employee Signature _____ Date: _____

Section 6: CAREER ADVISOR

Career Advisor Signature _____ Date: _____

Print Advisor's Name _____ Date: _____

Position of Advisor (Please Print) _____ Date: _____

Section 7: REVIEW FOR EMPLOYEE

Supervisor Signature _____ Date: _____

Department Administrator/Dean _____ Signature _____ Date: _____

Section 8: FEE WAIVER COORDINATOR

☐ Approved
 ☐ Denied

Signature of Fee Waiver Coordinator _____ Date: _____

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HUMAN RESOURCES

EMPLOYEE FEE WAIVER PROGRAM
CHANGE OF COURSE(S)

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☐ Fall 20
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							☐ ☐

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 ☐ Denied

Signature of Fee Waiver Coordinator _____ Date: _____

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California State University Application Fee
Employee & Dependent Reimbursement Request

Employee Information

Employee Name: _____ SF State ID: _____

Department/College: _____ Bargaining Unit: _____

Contact Information: _____ Employment time base: _____ Status: _____

Phone #: _____ ☐ Full time ☐ Permanent ☐ Probationary

Email: _____ ☐ Part time ☐ Temporary, if checked, Appointment Expiration Date: _____

CSU Application Fee reimbursement is for ☐ Myself ☐ Dependent ☐ FERP

Dependent Information (if applicable)

Name of Dependent: _____ Campus ID: _____

Relationship: _____ Date of Birth: _____

☐ Spouse ☐ Domestic Partner* ☐ Dependent Child**

(Dependent Child only)

Course Information

Campus of Enrollment: ☐ SFSU or ☐ Other CSU campus: _____

Coursework: ☐ Undergraduate ☐ Graduate ☐ Doctorate ☐ Credential

Resident Status for Tuition Purposes: ☐ Resident (In-State of CA) ☐ Non-resident (Out-of-State of CA)

Reimbursement Fee: ☐ \$55 ☐ \$70

Academic Year: _____ Terms: ☐ Fall ☐ Spring

Fee Information

☐ By checking this box, I am confirming enrollment at SFSU for an eligible dependent or myself.

Reimbursement or application fee payment is required. Reimbursement will not be processed without this documentation.

To Be Completed By Fee Waiver Coordinator – Approval/Denial of Reimbursement

☐ This reimbursement request is approved because the staff member or dependent meets the requirements

☐ This reimbursement request is denied the following reasons: _____

Fee Waiver Coordinator Signature _____ Date: _____

*Domestic Partner is a partnership registered through the Secretary of State.

**Dependent child is defined as: (1) your child or stepchild under age 23 who has never been married; (2) a child living with you in a parent-child relationship who is economically dependent upon you, under age 23 and has never been married; (3) your child or stepchild age 23 or above who is incapable of self-support due to a disability which existed prior to age 23. For CSUEU employees (Units 2, 5, 7, & 9), Units 3, 4, M80, M86 and C39 a dependent is defined as under the age of 25.

Email form to benefits@sfsu.edu, fax to (415) 338-0521 or mail to 1600 Holloway Ave., ADM 252 SF, CA 94132

Reimbursements are processed after University Census each term – for Census dates, visit the Bursar's Office website at bursar.sfsu.edu. To check on the status of your request, call (415) 405.4004.

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HUMAN RESOURCES

EMPLOYEE Fee Waiver Application
Please Complete Application Online and Print

SECTION 1 – EMPLOYEE INFORMATION

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?

☐ Yes ☐ No ☐ If yes please indicate major: _____ CSU Campus to Attend: _____

SECTION 2 – LIST COURSES FOR WHICH YOU ARE ENROLLING

Department	Course ID	Schedule No.	Course Title	Units	Days	Time	Check One Work Career
							☐ ☐
							☐ ☐

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 130(d), will no longer be excludable from V-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

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)

SECTION 4 – EMPLOYEE AUTHORIZATION AND SIGNATURE

Signature of Applicant _____ Date: _____

Signature of Supervisor _____ Date: _____

SECTION 5 – APPROVAL OF SUPERVISOR:

☐ Release Time ☐ Adjusted Work Schedules (attached HR Form 101)

SECTION 6 – APPROVAL OF DEPARTMENT ADMINISTRATOR (MPP Level Required):

Print Name of Supervisor _____ Signature of Supervisor _____ Date: _____

Signature of Administrator/Dean _____ Date: _____

SECTION 7 – HUMAN RESOURCES APPROVAL

ON ☐ SS _____ No. of Units Eligible for _____ FL/State Exempt ☐ Non-Exempt ☐

Status: ☐ Regular ☐ Probationary ☐ Temporary (Exp. _____) Time Base: ☐ Full-Time ☐ Part-Time Reviewed By: _____ Date: _____

Comments: _____

Approved by President's Designee _____ Date: _____

1600 Holloway Avenue, ADM 252 San Francisco, CA 94132-4252

Form #510 1-B Rev 06-2019

1.

2.

3.

4.

Forms & Procedures (continued)

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

- 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



- Career Development (matriculated degree-seeking) 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.

Tips (continued)

- To avoid the \$25.00 late registration fee, matriculated Employees (students) must register prior to the 1st 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](#)

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

HR Client Service Center (Fee Waiver Inquiry)

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Thank you!