

State Employee Fee Waiver Program

Policy No.: 580-10

Effective: 3/21/00

POLICY:

The State Employee Fee Waiver Program allows eligible California State University (CSU) state employees to enroll as a student in classes offered at the university with fees waived.

PROCEDURES:

New participants should begin by contacting the Fee Waiver Coordinator in Human Resources to obtain a fee waiver packet. Complete information about eligibility, enrollment limitations, fee structure, and deadlines for each semester are contained in the packet. After receiving the packet, participants should take the following steps:

1. Review the Eligibility Guidelines stated below and determine if you meet the criteria to apply to this program.

Eligibility Guidelines:

- a. All state permanent, probationary, and full-time temporary employees are eligible to apply to this program.
 - b. All tenured and probationary faculty (and temporary faculty with at least six years of full-time equivalent service in one department) are eligible.
 - c. Employees on authorized leaves of absence who are otherwise eligible as indicated above and employees of the Chancellor's Office or other CSU campuses, who have written authorization from their employer, may also participate. Employees on authorized leaves of absence should contact Human Resource Services for details on enrollment limitations.
 - d. Eligible CSU Northridge employees may take courses on other CSU campuses using the fee waiver program.
 - e. Under the Faculty Dependent/Spouse Fee Waiver Program, a dependent child under age 23 or a spouse is eligible to participate in the fee waiver program. Please note: dependents or spouse of faculty must abide by university admissions application deadlines to successfully enroll in this program. Separate instructions apply to this program. Please contact the Fee Waiver Coordinator in Human Resources for more information.
 - f. Complete the application to the university, available from the Student Information Center (Admissions and Records) or at Human Resource Services (HRS). If you are matriculated (taking classes toward a degree), submit appropriate transcripts to Admissions and Records. Matriculated students will also have to complete a Career Development Plan, available through Human Resource Services. Employees who are taking work-related courses but are not pursuing a degree do not need to complete a Career Development Plan or provide transcripts.
2. Complete the application for the Employee Fee Waiver Program.

3. Submit both applications to Human Resource Services.
4. After submittal, you will receive a written admission letter from the university and instructions for accessing Touch Tone Registration (TTR).
5. Select the course(s) you propose to take from the Schedule of Classes and discuss your work schedule and course(s) with your supervisors. Fill out the Proposed Course Approval Form. You will need your supervisor's approval and signature. In addition, some areas require a dean or department head approval and signature.
6. Bring your TTR Fee Worksheet, Proposed Course Approval Form and \$ 3.00 check made out to "CSUN" to the Fee Waiver Coordinator, by the listed deadline. New students who miss the posted deadline because of late admission will not be charged the \$25.00 late fee.
7. Register for class using a touch tone telephone during the day and time on your TTR mailer. The Schedule of Classes contains complete instructions.

RESPONSIBILITIES:

Fee Waiver Coordinator:

The Fee Waiver Coordinator is responsible for reviewing and submitting the fee waiver application forms. This position can be located within the Office of Human Resources Services (818) 677-2173

REFERENCES:

[Collective Bargaining Agreements and, for MPP Employees, Executive Order 491.](#)

[Faculty Dependent/Spouse Fee Waiver Program.](#)

[Schedule of Classes.](#)

[University Catalog.](#)

FORMS:

Eligibility Guidelines/Fee Structure

Application Form - (form #HRS 40-10)

Proposed Course Approval Form - (form #HRS 40-2)

Career Development Plan – (form #HRS 40-10 [09/99])

FURTHER INFORMATION:

Office of Human Resource Services (818) 677-2173

APPROVED BY THE PRESIDENT