

# HUMBOLDT STATE UNIVERSITY

## CSU Fee Waiver Program Frequently Asked Questions

### 1. What is the CSU Fee Waiver Program?

The California State University offers eligible employees the opportunity to enroll in the CSU Employee Fee Waiver and Reduction Program. This program provides for the waiver or reduction of certain fees for employees who enroll in work-related courses offered by the CSU for the purpose of improving skills for existing jobs, or advancement in accordance with a career development plan. This program also provides eligible employees with the option of transferring their fee waiver benefit to an eligible dependent.

### 2. Who is eligible for the Fee Waiver Program?

Eligibility for the Fee Waiver Program differs by employee bargaining unit/class (see below). Please note that employees who are on an approved full or partial leave of absence with or without pay remain eligible.

- Unit 1 (Physicians):
  - All members
- Units 2, 5, 7, 9 (CSUEU), Unit 4 (Academic Professionals), Unit 6 (Skilled Trades), Unit 10 (IUOE):
  - All full-time employees (i.e. permanent, temporary, and probationary)
  - Part-time permanent employees
- Unit 3 (Faculty):
  - Tenured and probationary faculty (Please note: Faculty participating in the Faculty Early Retirement Program (FERP) are eligible for the fee waiver benefit only during the semesters when they are actively employed.)
  - Temporary faculty with three-year appointments (pursuant to Article 12 of the CBA)
  - Coaches with at least six years of service in the department
- Unit 8 (Public Safety), C99 (Confidential), E99 (Excluded), M98 (Executive):
  - Full-time or part-time permanent employees
  - Full-time probationary employees
  - Temporary employees are not eligible
  - Please note: class E99 is not eligible to transfer the benefit to a dependent spouse, child or domestic partner
- M80 (MPP)
  - Full-time employees (includes temporary)

### 3. What fees are waived or reduced?

The fees that are waived or reduced are specific to your bargaining unit or employee class. The part-time State University Fee is waived for all fee waiver program participants. In addition, the application fee is waived if the fee waiver participant is applying for admission to the University as a regular (matriculated) student during that term.

For the list of fees assessed by Humboldt State University, please visit:

[http://www.humboldt.edu/studentfinancial/tuition\\_fees.html#](http://www.humboldt.edu/studentfinancial/tuition_fees.html#)

For the list of fees waived by employee bargaining unit, see:

Fees Waived (Employee): <https://www2.humboldt.edu/forms/node/1077>

Fees Waived (Dependent): <https://www2.humboldt.edu/forms/node/1078>

For specific questions about charges, please contact the Cashier's Office.

#### 4. How many classes or units may I enroll in?

The Fee Waiver program allows participants to enroll in a maximum of two classes or six units per semester, whichever is greater. If the individual is taking more than the maximum number of courses or units allowed through the fee waiver program, he/she will be required to pay the difference between the part-time State University Fee and the full-time State University Fee along with any other associated fees.

#### 5. How often do I have to submit an application for the fee waiver program?

You must submit a fee waiver application for yourself or your dependent each semester.

#### 6. Is there a deadline for submission of the fee waiver or dependent fee waiver application?

Fee Waiver Forms should be submitted to Human Resources at least three weeks prior to the first day of instruction each term. HSU and other CSU deadlines may affect you or your dependent's ability to register for classes. For this reason, we encourage you to view the calendar of activities and deadlines at the campus of attendance.

#### 7. Can I transfer this benefit to someone else?

The Dependent Fee Waiver Program allows eligible employees to transfer their benefit to a spouse, domestic partner or dependent child, in lieu of participation by the employee, subject to the following conditions:

- Spouse, domestic partner or dependent child must be a regularly-admitted student pursuing (matriculated toward) a degree or credential;
- The course(s) enrolled in on a fee-waiver basis must be for credit toward the degree or credential requirements;
- The administration determines that there is space available in such course offerings for the spouse, domestic partner or dependent child;
- Employees in class E99 are not eligible to transfer this benefit

#### 8. What defines a dependent child?

For the fee waiver program, a Dependent Child must be one of the following:

- Child or stepchild who has never been married and is under age 25 (age 23 for Units 1, 8, and 10) through at least mid-point of the semester
- Child living with employee in a parent-child relationship who is economically dependent upon employee, who has never been married, and is under age 25 (age 23 for Units 1, 8, and 10) through at least mid-point of the semester
- Child or stepchild age 25 (age 23 for Units 1, 8, and 10) or above who is incapable of self-support due to a disability which existed prior to age 25 (age 23 for Units 1, 8, and 10).

#### 9. Can two of my dependents share this benefit?

Only one person is eligible per semester. You may, however, alternate the benefit between your dependents each semester.

#### 10. If both parents are employees and wish to collectively transfer their benefits to their dependent child, how will this affect the benefit?

If both parents are employees and are eligible to transfer their fee waiver benefit, it is possible for one child to receive both benefits and be eligible to enroll in up to 4 courses or 12 units, whichever is greater.

#### 11. If I have not established residency in CA, will my dependent or I still qualify?

Yes, you or your dependent will still qualify for the Fee Waiver Program. Non-resident tuition fees may apply, unless you or your dependent is eligible through the Title 5, Section 41910 provision, to be determined at the time of admission to the fee waiver program.

#### 12. Is the Fee Waiver Benefit taxable?

The Fee Waiver Benefit is taxable for domestic partners. It is taxable for spouses and dependent children taking post-baccalaureate classes. It is not taxable for employees using the benefit for themselves.

13. Where can I find the application forms for the Fee Waiver Benefit?

The Fee Waiver Application for Self is located at: <http://www2.humboldt.edu/forms/node/1028>

The Fee Waiver Application for Dependent is located at: <http://www2.humboldt.edu/forms/node/452>

14. Is the Fee Waiver also accepted at UC campuses?

No, the Fee Waiver program is available for courses at CSU campuses only.

15. Can I take time off of work to attend classes?

Yes, an employee may be granted reasonable release time for one course per semester that is taken through the Fee Waiver Program, provided that the supervisor determines that the operational needs of the department will be met. It may be necessary to arrange an alternative work schedule to satisfy the operational needs of the department.

16. Are extended education courses available through the Fee Waiver Program?

No, extended education courses are not covered through the Fee Waiver Program. However, many extended education courses are cross-listed as regular University courses.

17. What are the step-by-step instructions for applying for the fee waiver benefit at HSU?

The step-by-step instructions are as follows:

1. Check your bargaining unit contract regarding fee waiver benefits specific to you (if you are in a represented unit). For Collective Bargaining Agreements, visit:  
[http://www.calstate.edu/LaborRel/Contracts\\_HTML/current\\_cba.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/current_cba.shtml)
2. Determine whether you will be taking courses that are Job-Related or for Career Development, and fill out the Career Development Form, if applicable.
3. Fill out the appropriate Fee Waiver application form.
  - a. Fee Waiver Application for Self
  - b. Fee Waiver Application for Dependent
4. Form will be electronically routed to manager/chair/lead then to administrator/dean for signatures.
5. Once forms are electronically signed, they will be automatically routed to Human Resources & Academic Personnel Services.
6. Register for courses.
  - a. If you are a regular (matriculated) student enrolled in a degree program, register for courses according to the appointment time indicated in your Student Center.
  - b. If you are not a matriculated student, you will be allowed to register for courses during the week prior to the start of the semester. You will receive an email indicating the appropriate time to register from the Office of the Registrar.
7. Pay all remaining fees to the Cashier's Office in the Student Business Services Building, room 285 after you have registered for classes and your fee waiver form has been processed.

18. Who do I contact if I have questions about the Fee Waiver Program, or if I think there is a problem with how my benefit has been applied?

If you have any further questions regarding the fee waiver program, please contact:

Stephanie Vick  
Fee Waiver Coordinator  
Human Resources & Academic Personnel Services  
[feewaiver@humboldt.edu](mailto:feewaiver@humboldt.edu)  
707.826.3626