



**California State University San Marcos**  
**Employees Tuition/Fee Waiver Application**

**Instructions:** This application is to be **completed each semester, prior to registration** by employees requesting to participate in the fee waiver program for a total of 6 units or two courses, whichever is greater. Employees may enroll in one work-related course or one course under an approved Career Development Plan on released time with approval from the appropriate administrator. Other courses may be taken on employee's own time. Employees participating in an undergraduate, graduate degree, or certificate program should have a completed Career Development Plan on file in the Human Resources and Equal Opportunity (HREO) Department. **Completed applications must be submitted to HREO no later than 3 weeks prior to the first day of the semester.**

**Please type or print clearly:**

Employee Name: \_\_\_\_\_ CSUSM Phone Ex. \_\_\_\_\_

Employee I.D. #: \_\_\_\_\_ CSUSM Department: \_\_\_\_\_

CSU Job Title (eg: ASA II): \_\_\_\_\_ Permanent: \_\_\_\_\_ Full-Time Temporary: \_\_\_\_\_ Bargaining Unit: \_\_\_\_\_

Semester Applying for: \_\_\_\_\_ CSU Campus: \_\_\_\_\_

Last date you attended: \_\_\_\_\_ CSU Campus: \_\_\_\_\_

Date of prior application for admission: \_\_\_\_\_ CSU Campus: \_\_\_\_\_

**Select Work Related or Career Development and check all that apply:**

**Work Related**

**Career Development Plan**

Employee requests reduction of tuition/fees for [ ] units.

Employee requests reduction in tuition/fees for [ ] units.

Undergraduate coursework [ ] Graduate coursework

Undergraduate degree [ ] Graduate degree

Certificate

Own Time [ ] Release Time, Supervisor's initials \_\_\_\_

Own Time [ ] Release Time, Supervisor's initials \_\_\_\_

**Course(s) applying for:**

Course	Section #	CRN	Title	Units	Time	Days	Room	Instructor

**Employee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Administrator's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Tuition/Fee Waiver Coordinator:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Fee establishment, policy and procedures for the Administration of The California State University Employee Tuition/Fee Waiver and Reduction Program are established in accordance with Executive Order No. 712, HR 2006-05 appropriate policies and collective bargaining agreements.

**HREO Use Only**

**Routing Dates:** Admissions and Recruitment CSUSM \_\_\_\_\_ Student Financial Services \_\_\_\_\_

**Date Received:** \_\_\_\_\_ **Employee Copy:** \_\_\_\_\_ **Admissions and Recruitment:** \_\_\_\_\_ **HREO** \_\_\_\_\_