The Employee Fee Waiver Program allows eligible employees to attend California State University (CSU) courses at reduced rates. The program is designed to assist employees in improving current job skills or prepare for a new career. Courses are taken for credit, and the program does not apply to Open University, Professional Development Center, or Special Session courses through Extended Learning.

In addition to employee fee waiver, eligible CSU employees may transfer his or her fee waiver benefit to a spouse, domestic partner or dependent child.
EMPLOYEE CATEGORY/ELIGIBILITY

- Unit 1: Physicians (All Unit Members)
- Units 2, 5, 7, & 9: CSUEU
- Unit 4: Academic Professionals
- Unit 6: Skilled Trades

Full-Time employees (permanent, temporary & probationary) and Part-Time employees
EMPLOYEE CATEGORY/ELIGIBILITY

- Unit 8: Public Safety
- C99: Confidential
- E99: Excluded
- M98: Executive

Full-time or part-time permanent employees and full-time probationary employees (no Temporary)
EMPLOYEE CATEGORY/ELIGIBILITY

Unit 3 Faculty

Tenured and probationary faculty unit employees, and temporary faculty with (3) year appointments.

Coaches must have at least 6 years of full-time equivalent service in the department

FERP eligible during semesters/quarters when they are actively employed
EMPLOYEE CATEGORY/ELIGIBILITY

M80: Management Personnel Plan (MPP)

Full-time and full-time temporary employees

Part-time MPP employees are **not** eligible
DEPENDENT FEE WAIVER

- Spouse
- Dependent Child
- Domestic Partner

- Must be matriculated towards a degree or attainment of a teaching credential in the CSU
- Courses must be for credit towards completion of that degree or teaching credential
- Must meet established in-state residency requirements or pay non-resident tuition charges
*DEPENDENT CHILD is defined in same manner used for CSU benefit programs

Bargaining Unit: Unit 1/Physicians; Unit 8/Public Safety; Unit 10
- Dependent child age limit is age 23 and has never been married

Bargaining Unit: CSUEU (2,5,7 &9); Unit 3/Faculty; Unit 4/Academic Professionals; Unit 6/Skilled Trades; C99/Confidential; MPP; Executives
- Dependent child age limit is 25 and has never been married

**DOMESTIC PARTNER eligibility is the same for health benefits (must be registered with the State of California)

If both parents are eligible employees, each may transfer fee waiver benefit to a dependent child/different child

May enroll at any CSU campus
EMPLOYEE FEE WAIVER COURSES

- WORK RELATED
  - To improve skills

- CAREER DEVELOPMENT PLAN
  - Must submit application to the university and be officially admitted
EMPLOYEE FEE WAIVER COURSES

A maximum of two (2) courses or six units, whichever is greater, per semester/term

Only state-funded courses may be taken under the fee waiver program

Self-support programs are not eligible for fee waiver (Extended Learning courses are self-supporting)
EMPLOYEE FEE WAIVER COURSES

• Normal academic standards must be maintained in order to continue in the fee waiver program

• May use at any CSU campus

• Release time may be taken for one (1) on-campus fee waiver course, if class is during normal work hours – please refer to your appropriate bargaining unit contract

• Courses taken in addition to fee waiver courses, the employee must pay the difference in fees at a regular rate.
# Employee Fee Waiver Table

<table>
<thead>
<tr>
<th>Employee Category</th>
<th>Fees Fully Waived</th>
<th>Fees Reduced to $1.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit 1 (Physicians)</td>
<td>- Application Fee</td>
<td>• Associated Student Body Fee</td>
</tr>
<tr>
<td>Unit 3 (Faculty)</td>
<td>- Identification Card Fee</td>
<td>• University Union Fee</td>
</tr>
<tr>
<td>Unit 6 (Skilled Trades)</td>
<td>- State University Tuition Fee</td>
<td>• Health Facilities Fee</td>
</tr>
<tr>
<td>Unit 8 (Public Safety)</td>
<td>- Instructionally Related Activity Fee</td>
<td>•</td>
</tr>
<tr>
<td></td>
<td>- Health Service Fee</td>
<td>•</td>
</tr>
<tr>
<td></td>
<td>- Professional Program Fee (Graduate Fee)</td>
<td>•</td>
</tr>
<tr>
<td>Unit 2, 5, 7, 9</td>
<td>- Application Fee</td>
<td>• Associated Student Body Fee</td>
</tr>
<tr>
<td></td>
<td>- Identification Card Fee (if mandatory)</td>
<td>• University Union Fee</td>
</tr>
<tr>
<td></td>
<td>- State University Tuition Fee</td>
<td>• Health Facilities Fee</td>
</tr>
<tr>
<td></td>
<td>- Instructionally Related Activity Fee</td>
<td>•</td>
</tr>
<tr>
<td></td>
<td>- Health Service Fee</td>
<td>•</td>
</tr>
<tr>
<td></td>
<td>- Professional Program Fee</td>
<td>•</td>
</tr>
<tr>
<td></td>
<td>- State University Tuition Fee</td>
<td>•</td>
</tr>
<tr>
<td>Unit 4 (ACP)</td>
<td>- Application Fee</td>
<td>• Associated Student Body Fee</td>
</tr>
<tr>
<td></td>
<td>- Health Fee</td>
<td>• University Union Fee</td>
</tr>
<tr>
<td></td>
<td>- Identification Card Fee (if mandatory)</td>
<td>• Health Facilities Fee</td>
</tr>
<tr>
<td></td>
<td>- Instruction Related Activity Fee</td>
<td>•</td>
</tr>
<tr>
<td></td>
<td>- Professional Program Fee</td>
<td>•</td>
</tr>
<tr>
<td></td>
<td>- State University Tuition Fee</td>
<td>•</td>
</tr>
<tr>
<td>Confidential (C99)</td>
<td>- Application Fee</td>
<td>• Associated Student Body Fee</td>
</tr>
<tr>
<td>Excluded (E99)</td>
<td>- Identification Card Fee (if mandatory)</td>
<td>• University Union Fee</td>
</tr>
<tr>
<td>MPP (M80)</td>
<td>- State University Tuition Fee</td>
<td>• Health Facilities Fee</td>
</tr>
<tr>
<td>Executive (M98)</td>
<td>- CSU Doctorate Tuition Fee</td>
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</tr>
<tr>
<td></td>
<td>- Instructionally Related Activity Fee</td>
<td>•</td>
</tr>
<tr>
<td></td>
<td>- Health Services Fee</td>
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</tr>
</tbody>
</table>
# DEPENDENT FEE WAIVER TABLE

<table>
<thead>
<tr>
<th>Employee Category</th>
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<th>Fees Reduced to $1.00</th>
</tr>
</thead>
</table>
| Unit 1 (Physicians) Unit 2, 5, 7, 9 | • Application Fee  
• Identification Card Fee (if mandatory)  
• State University Tuition Fee | • None; all other fees paid at regular rates.                                        |
| Unit 3 (Faculty) Unit 4 (ACP) Unit 6 (Skilled Trades) Confidential (C99) MPP (M80) Executive (M98) | • Application Fee  
• Identification Card Fee (if mandatory)  
• State University Tuition Fee | • None; all other fees paid at regular rates.                                        |
| Unit 8 (Public Safety) | • Application Fee  
• Identification Card Fee (if mandatory)  
• State University Tuition Fee  
• Instructionally Related Activity Fee  
• Health Service Fee  
• Professional Program Fee (Graduate Fee) | • Student Body Center Fee/Student Union Fee  
• Health Facilities Fee |
| Unit 4 (ACP) | • Application Fee  
• Health Fee  
• Identification Card Fee (if mandatory)  
• Instructional Related Activity Fee  
• Professional Program Fee  
• State University Tuition Fee  | • Associated Student Body Fee  
• University Union Fee  
• Health Facilities Fee |
| Excluded (E99) | • N/A | • N/A |
TAX FREE OR TAXABLE BENEFITS

- Fees waived may be considered imputed taxable income based on eligible participant and course level.

<table>
<thead>
<tr>
<th>Course Level</th>
<th>Tax Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>Nontaxable</td>
</tr>
<tr>
<td>Graduate/Credential</td>
<td>Nontaxable up to $5250</td>
</tr>
</tbody>
</table>

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<td>Graduate/Credential</td>
<td>Taxable</td>
</tr>
</tbody>
</table>

- Taxes withheld from the employee's paycheck in the month the imputed income is reported (Spring and Fall).
- Imputed taxable income will be included on the employee's W-2 form.
- Imputed taxable income is subject to the following:
  - Federal = 22%
  - Social Security = 6.2%
  - State = 6.6%
  - Medicare = 1.45%
FEE WAIVER PROCESS

Submit your completed fee waiver forms to OHR by the dates listed published on the Tuition Fee Waiver website:

Tuition Fee Waiver and Reduction Program
FEE WAIVER PROCESS

CHECK BARGAINING UNIT CONTRACT
http://www.calstate.edu/HR

CHOOSE FEE WAIVER OPTION
• Work Related
• Career Development
• Dependent Fee Waiver

SELECT CLASSES

COMPLETE FEE WAIVER FORMS AND OBTAIN REQUIRED SIGNATURES
All forms can be found on the HR website
https://www.csusm.edu/hr/benefits/fee_waiver/index.html
HELPFUL LINKS

- Tuition Fee Waiver & Reduction Program
- Employee Tuition and Fee Waiver Benefit
- Application to the CSU
- Student Financial Services

FORMS

- Career Development Plan
- CSU Application Fee Reimbursement Request
- Dependent Fee Waiver Application
- Employee Fee Waiver Application
- Employee Fee Waiver Application – Work Related

All Fee Waiver forms are available via Adobe Sign
CONTACT US

HR FEE WAIVER QUESTIONS
feewaiver@csusm.edu

STUDENT FINANCIAL SERVICES
Patty Hanks – ext. 4556

OFFICE OF ADMISSIONS
Antoinette Davis – ext. 4805

OFFICE OF THE REGISTRAR
Gersom Murillo – ext. 4813

HR MANAGER
Melanie Hobbs – ext. 4433