

## FEE WAIVER FAQ'S

### IMPORTANT UPDATE REGARDING TAX IMPLICATIONS

**Effective January 2019 (Spring 2019) all graduate/doctorate level courses taken by employees whose Fee Waiver exceeds the \$5,250 threshold will be taxable and the amount withheld from the employee's pay warrant. You will be notified at the end of each Semester regarding the taxable benefit.**

**Graduate courses deemed job related, pursuant to IRS Code section 132(d) will no longer be excludable from W-2 wages. CSU Fresno will not be responsible for determining taxability of the employee Fee Waiver benefit. Employees may consult a personal tax advisor to determine if courses taken are job related pursuant to IRC Section 132(d) and submit the deduction on their personal tax return.**

**Q: How long does it take for my Fee Waiver to be processed?**

**A:** Fee Waivers are processed weekly and submitted to Accounting Services each Friday before noon.

**Q: What is the deadline to submit the Fee Waiver?**

**A:** The deadline date varies by semester and coincides with the Accounting Services payment deadline. Please visit the Fee Waiver website for deadline dates.

**Q: What happens if my Fee Waiver is submitted after the deadline?**

**A:** Fee Waivers received after the announced deadline may delay the processing of the Fee Waiver amount to your student account. To avoid being dropped from courses, employee/dependents should pay all fees associated with classes by the payment deadline date. For questions please contact Accounting Services at (559) 278-2876.

**Q: I have not been accepted into a class yet, can I still turn in the Fee Waiver?**

**A:** Only courses students are currently enrolled in will be taken into account for the Fee Waiver. Course schedules must be attached to the Fee Waiver at the time of submission. Fee Waivers will not be accepted and/or processed without a course schedule. Human Resources will verify current courses and academic standing approximately 4 weeks *after* the semester has begun.

**Q: My Manager/Supervisor is out of the office, do I need to wait for their signature?**

**A:** Yes. Fee Waivers will not be accepted and/or processed without the proper signatures.

**Q: Are Continued Global Education (CGE) courses eligible for Fee Waiver?**

**A:** No. CGE classes are not eligible. Please see website for additional information.

**Q: I am Part-Time Faculty, am I eligible for the Fee Waiver?**

**A:** Please visit our website for eligibility requirements for Unit 3 Faculty. For questions regarding your appointment/contract please contact Faculty Affairs at (559) 278-3027.

**Fee Waiver Website:** <http://fresnostate.edu/adminserv/hr/benefits/fee-waiver.html>