Faculty/Staff and Dependent Fee Waivers
Spring 2022

Friday, December 17, 2021 Deadline

The employee Fee Waiver Program is a benefit for eligible faculty, staff and managers of the CSU system. This benefit allows an employee or one eligible dependent an opportunity to enroll in CSU general-fund courses at reduced rates. Fee Waiver Applications are available on the Human Resources website under forms and can be submitted via DocuSign with attachments. Additional information regarding fees eligible for reduction, residency and taxation can also be found on our website.

NOTE: Courses taken through Continuing and Global Education, Open University or Extended Education are not eligible for the Fee Waiver Program. Hourly employees (intermittent, emergency hires) are not eligible for this program.

Important Due Dates

Employees and Dependents Attending Fresno State: Submit Fee Waiver Application with required documents to Human Resources no later than Friday, December 17, 2021 by 5:00 p.m. to ensure Waiver is applied before the payment deadline. Please call Human Resources for general questions at (559) 278-2032.

The following required documents will need to be submitted with the completed Fee Waiver Application:

- A copy of your list of courses confirming enrollment and the number of units per course
- If submitting a dependent Fee Waiver and your dependent is not currently on your Fresno State medical/dental plan, proof of relationship documents (i.e. birth or marriage certificate) must be submitted along with your Fee Waiver application.

Fee Waiver Coordinators

Please contact the Fee Waiver Coordinator for questions.

Employees with the last name ending in A - L: Debra Penner, 559.278.4657
Employees with the last name ending in M - Z: Sarah Confer, 559.278.8237
**Payment Due Date and Student Account Balance:** Employees or the dependent that is currently enrolled in course(s) for the Spring 2022 semester will need to view their student account and pay the balance due before January 5, 2022, the payment deadline date for tuition and fees. **It is the responsibility of the student to ensure the timely payment of tuition and fees that were not waived.**

**Fee Waiver Submitted After the Deadline**
Fee Waiver Applications received after the December 17, 2021 deadline date may receive a notification from Student Accounting that may not reflect the applied Fee Waiver benefit. Students should review their student accounts periodically to view and pay the balance due in order to avoid classes being dropped due to non-payment. If there is an overpayment after the Fee Waiver benefit is applied, it will reflect as a credit and will be applied towards future charges/semesters.

**Employees and Dependents Attending Another CSU Campus:**
The Fee Waiver Application must be submitted to the Fresno State Human Resources office at least **one week prior** to the deadline date set by the attending CSU campus. Human Resources will review and forward your Fee Waiver Application to the applicable CSU campus.

**Refund of the CSU Admission Application Fee:**
Reimbursement of the CSU Application Fee ($70) may be refunded one time only.

- Please contact:
  - Undergrad Admissions at 559.278.2261
  - Grad Admissions at 559.278.4073

For additional information, please visit the [Accounting Services website](#).