

# ***Faculty/Staff and Dependent Fee Waivers Summer 2023***

***Tuesday, April 18, 2023 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 AdobeSign 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.**

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## **Important Due Dates**

**Employees and Dependents Attending Fresno State:** Submit Fee Waiver Application with required documents to Human Resources no later than **Tuesday, April 18, 2023 by 5:00 p.m. to ensure Waiver is reviewed for eligibility and submitted to Student Accounting.**

It is important to adhere to the Tuesday April 18, 2023 deadline date for processing of eligible Summer Fee Waivers.

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

- A copy of the student's courses confirming enrollment and the number of units per course.
- If you are 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: Esmeralda Cruz, 559.278.2032

**Payment Due Date and Student Account Balance:** Employees or the dependent that is currently enrolled in course(s) for the Summer 2023 semester will need to view their student account and pay the balance due before May 17, 2023, the payment deadline date for tuition and fees. **It is the responsibility of the student to ensure the timely payment of their tuition and fees that were not waived.**

**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 may be refunded only one time.

Please contact:

- Undergrad Admissions at 559.278.2261
- Grad Admissions at 559.278.4073

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