

Faculty/Staff and Dependent Fee Waiver & Reduction for Summer 2024

Priority Processing Deadline: Thursday, April 11, 2024

The employee Fee Waiver Program is a benefit for eligible Faculty/Staff & Managers of the CSU system. This benefit allows an employee or one eligible dependent an opportunity to enroll in CSU state-fund courses at reduced rates, at any of the 23 CSU Campuses. The Fee Waiver & Reduction application is available on the [Human Resources website](#). 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

PRIORITY PROCESSING DEADLINE FOR FEE WAIVER APPLICATION:

- **EMPLOYEES and DEPENDENTS ATTENDING FRESNO STATE:**
Submit Fee Waiver & Reduction Application for Summer 2024 no later than **Thursday, April 11, 2024 by 5:00 p.m. to ensure Waiver/Reduction is applied before the payment deadline.**
- **EMPLOYEES AND DEPENDENTS ATTENDING ANOTHER CSU CAMPUS:**
Please verify any deadlines with the campus you or your dependent will be attending. The Fee Waiver & Reduction 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.

NOTE: Fee Waiver & Reduction applications received **after the priority processing deadline date of April 11, 2024** may take up to **30-40 days** from receipt of Fee Waiver & Reduction application for benefit to be reviewed, processed, and applied to the student's account. **It is the responsibility of the student to ensure the timely payment of their tuition and fees that were not waived or amount due if Fee Waiver was provided after Thursday, April 11, 2024.**

Summer Session deadlines for add/drop dates can be found on the [Admissions and Records](#) website.

SUBMITTAL OF FEE WAIVER APPLICATION:

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

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

FEE WAIVER COORDINATORS

Please contact the appropriate 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: 559.278.5014

PAYMENT DUE DATE AND STUDENT ACCOUNT BALANCE: Employees or the dependent that is currently enrolled in course(s) for the Summer 2024 semester will need to view their student account periodically to view and pay the balance due **Wednesday, May 15, 2024** in order to avoid classes being dropped due to non-payment. **It is the responsibility of the student to ensure the timely payment of their tuition and fees that were not waived.**

If there is an overpayment after the Fee Waiver benefit is applied, it will reflect as a credit and will be automatically refunded or will apply to existing charges when applicable by Student Accounting. If you have questions, please contact Student Accounts at 559.278.2876 or email: STUDENT_FINANCIAL_SERVICES@listserv.csufresno.edu

REFUND OF THE CSU ADMISSION APPLICATION FEE:

Reimbursement of the CSU Application Fee 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](#).