

NEW TUITION FEE WAIVER SUBMISSION PROCESS

We are excited to announce that starting **November 17, 2025**, the Tuition Fee Waiver application will be available in Optimize, the new CSU system-wide platform designed to make submitting and managing Tuition Fee Waiver requests easier for you and/or your eligible dependents.

With this new platform, you will benefit from:

- The ability to submit requests electronically and track application status in real time
- Streamlined handling of requests involving dependents or multiple campuses

Getting Started:

- Watch a **Video** with step-by-step instructions on how to submit a Tuition Fee Waiver in Optimize
 - [How to submit a Dependent Fee Waiver](#)
 - [How to submit a Staff/Faculty Fee Waiver](#)
 - [How to approve a Staff/Faculty Fee Waiver](#)

Resources – Step-by-Step Guides:

- [Requesting a Dependent Tuition Fee Waiver](#)
- [Requesting a Staff/Faculty Tuition Fee Waiver](#)
- [For Managers - Approving a Tuition Fee Waiver](#)
- [Tuition Fee Waiver Frequently Asked Questions \(FAQs\)](#)

Spring 2026 Important Deadlines:

- Priority processing deadline: **Monday, December 22, 2025**
- Census & final deadline for Fee Waiver submission: **February 13, 2026**
- **Waivers received after the census date will not initially be accepted and are subject to denial.**

Ready to Submit?

- Visit <https://optimize.calstate.edu/ec> to access the Optimize Employee Center to submit the Tuition Fee Waiver.

Our team is here to support you and answer any questions you may have regarding this new process. For questions, please contact your appropriate Fee Waiver Coordinator noted below:

Last Names A – L: Debra Penner | 559-278-4657 | dpenner@csufresno.edu

Last Names M – Z: Esmeralda Cruz | 559-278-5014 | escruz@csufresno.edu

Human Resources

California State University, Fresno

5150 N. Maple Ave., M/S JA41 • Fresno, California 93740

☎ 559.278.2032 📠 559.278.4275 adminfinance.fresnostate.edu/hr/