

**California State University, Bakersfield
Office of Human Resources**

CSU EMPLOYEE FEE WAIVER GUIDELINES

This information is a brief summary of the CSU Employee Fee Waiver Program. Please refer to the Executive Order or Memorandum of Understanding, when applicable, for specific program details. Additional information is available in the Office of Human Resources.

PURPOSE

These guidelines are for the purpose of administering an employee fee waiver and reduction program in accordance with the authority granted the University President through Executive Order 712. The Office of Human Resources shall be responsible for implementing revised procedures, developing forms, and approving the waiver and reduction of fees for eligible employees and their dependents, where applicable, who enroll in courses pursuant to the Procedures for Administration of Fee Waivers and Reductions for Employee Training and Career Development for the California State University. Human Resources shall also be responsible for maintaining records regarding the utilization of the fee waiver program to include ethnicity, gender, occupational group, and salary level of participants as may be necessary for reporting requirements.

ELIGIBILITY -- See attached guidelines.

UNIT LIMITATION -- All eligible represented and non-represented employees may enroll in a maximum of two (2) courses or six (units), whichever is greater, per term.

FACULTY/ STAFF ENROLLMENTS -- In order to be eligible for a waiver, a course must be job-related or part of an approved Career Development Plan. Courses must be taken for credit. Employees must follow normal campus registration procedures. The first step in the process requires the employee to complete an Application for Fee Waiver Course form and submit it for approval to the appropriate administrator (MPP level). When completing the employee's portion of the form, the employee will select the option of the course(s) as either Job-Related or Career Development Training. In order for the course(s) to be Career Development, an approved Career Development Plan must be on file in the Office of Human Resources. Also, if the course(s) being requested are during scheduled work hours, the employee must so indicate by checking the appropriate box. The employee must then complete the form as indicated and forward it to the area's appropriate administrator for approval.

Human Resources will forward copies of the approved fee waiver to the offices of Admissions and Accounting to initiate waiver and reduction of fees and facilitate enrollment/admission procedures.

USE OF STATE TIME FOR CLASS ATTENDANCE -- Permission shall be granted for an employee to use a reasonable amount of release time from work to enroll in one (1) on-campus job-related or Career Development course per quarter providing that the operational needs of the department are met as determined by the appropriate administrator. Faculty enrollments shall not conflict with scheduled classes or scheduled office hours.

DROPPING/REPEATING COURSES -- Dropping and/or repeating courses shall be in accordance with normal campus policies & procedures. In addition, normal academic standards shall be maintained in order for an employee to continue participating in the Fee Waiver program.

WHEN TO APPLY -- The deadline to apply for a fee waiver is prior to the first day of each academic term. Eligible employees who fail to register prior to this date will be charged the \$25.00 late fee.

CHANGING CLASSES -- A separate fee waiver change form must be completed and processed by Human Resources for every class changed. All changes must be documented on a fee waiver change form whether or not work release time is involved.

CONTINUING EDUCATION COURSES -- Continuing Education, Summer Session or Intersession courses cannot be taken through the Fee Waiver Program.

Note: The IRS requires the University to report the value of graduate courses as income for dependent fee waivers, and undergraduate and graduate courses for domestic partners. The difference between the total fee due and the amount the dependent/domestic partner is charged will be reported as taxable wages. A tax preparer or financial advisor should be consulted for specific tax-related guidance.

FACULTY/STAFF FEE REDUCTION SCHEDULE

Employee Category	Fees Fully Waived for Employee	Fees Reduced to \$1.00 for Employee
Unit 1 (Physicians) Units 2,5,7,9 (CSUEU) Unit 3 (Faculty) Unit 4 (Academic Professionals) Unit 6 (Skilled Trades) Unit 8 (Public Safety) C99 (Confidential) E99 (Excluded) M80 (MPP) M98 (Executives)	Application Fee Identification Card Fee Instructionally Related Activity Fee Health Services Fee State University Fee*	Student Body Association Fee Student Body Center/Student Union Fee Health Facilities Fee

***COMPUTING WAIVERS** - applies to all bargaining units and HEERA. Fees are fully waived for all units taken in the Fee Waiver Program as limited in the guidelines. Courses taken in addition to the fee waiver courses shall be subject to a fee equaling the difference between the amount waived and the full fee. All other fees not mentioned in this section will be assessed at the regular rate.

Sample Computations: (using CSUB 2007/08 Undergraduate Fee Schedule) Fees subject to change each quarter.

State University Fee (SUF)

6.0 units or less (part-time)	= \$532.00
6.1 units or more (full-time)	= \$924.00
The difference between full SUF and amount waived	= \$392.00

The following examples apply only to undergraduate-level employees:

Example 1 – An employee is enrolled in one or two approved classes only. The entire State University Fee for those units is waived and the employee pays \$3.00 in fees.

Example 2 – An employee enrolls in two approved courses and wishes to take a third class. If the total units exceed 6 the employee pays the SUF difference (\$392.00) plus \$3.00 for a total of \$395.00 in fees.

FACULTY/STAFF FEE WAIVER ELIGIBILITY GUIDELINES

Employee Category	Eligibility Criteria
Unit 1 (Physicians)	Full-time or part-time permanent employees, and full-time probationary employees.
Unit 2 (Health Care Support)	All full-time employees and part-time permanent employees.
Unit 3 (Faculty)	Tenured* and probationary faculty unit employees, and temporary faculty unit employees with at least 6 years of full-time equivalent service in the department.
Unit 4 (Academic Professionals)	All full-time employees and part-time permanent employees.
Unit 5 (Operation Support)	All full-time employees and part-time permanent employees.
Unit 6 (Skilled Crafts)	All full-time employees and part-time permanent employees.
Unit 7 (Clerical and Administrative)	All full-time employees and part-time permanent employees.
Unit 8 (Public Safety)	Full-time or part-time permanent employees, and full-time probationary employees.
Unit 9 (Technical Support)	All full-time employees and part-time permanent employees.
Employees not in a unit (E99)	Full-time or part-time permanent** employees, and full-time probationary employees.
M98 (Executive) C99 (Confidential)	Full-time or part-time permanent** employees, and full-time probationary employees.
M80 (MPP)	Full-time employees (includes temporary)

*FERP employees are considered tenured faculty and are eligible for fee waiver only during the semesters/quarters when they are actively employed.

**C99 and E99 employees only attain permanent status in part-time positions as a result of completing a probationary period in a full-time position and, subsequently, reducing their timebase.