

## **STAFF FEE WAIVER PROGRAM**

### **I. PURPOSE / DESCRIPTION**

NOTE: Faculty members should contact the Office of Faculty Affairs (4-2450) for information on the Faculty Fee Waiver program. Faculty eligibility requirements and forms differ from those for staff. Fee Waiver forms for Faculty, including dependent transfer forms, are available from the Office of Faculty Affairs or their website ([www.fa.sjsu.edu](http://www.fa.sjsu.edu)).

The Staff Fee Waiver Program allows eligible staff employees to attend California State University classes at reduced rates. The program is designed to assist employees in improving current job skills or in preparing for a new career. Classes are taken for credit.

The program does NOT apply to courses taken through the Professional Development Center, Open University or Special Session. Students enrolled in Special Session (UGXD, CRXD, MSXD, PBXD) or Open University (UGXT, PBXT) Academic Programs are not eligible.

#### **a. Eligibility**

Eligible Staff include all full-time or part-time permanent staff, all full-time probationary staff, and all full-time Management Personnel Plan and Confidential employees.

Fee Waiver for Faculty and their dependents, Teaching Assistants, and Graduate Assistants is handled through the Faculty Affairs Office (Administration Building, Room 150, 924-2450).

#### **b. Number of Units Waived**

All eligible employees may enroll in a maximum of two (2) courses or six (6) units, whichever is greater, per term through fee waiver.

#### **c. Fees and Taxation**

The University application fee is waived for all types of staff fee waiver. The State University Fee is fully waived for up to 6 units.

Various other fees are either waived or reduced to \$1.00, depending on the MOU of the respective bargaining unit.

The following is what members of each bargaining unit will pay for up to 6 units:

CSUEU (2, 5, 7, 9)	\$ 3
APC (4)	\$ 3
SETC (6)	\$16
SUPA (8)	\$16
MPP and Confidential	\$16

The following is what dependents of members of each bargaining unit will pay for up to 6 units:

CSUEU (2, 5, 7, 9)	\$ 512
APC (4)	\$ 512
SETC (6)	\$ 88.50
SUPA (8)	\$ 88.50
MPP and Confidential	\$ 88.50

The following fees are NOT covered by the fee waiver program:

Lab fees  
Course fees

As of January 1, 2002, all undergraduate and graduate coursework taken by an employee through the CSU Fee Waiver Program will not be taxed. Graduate courses taken by dependents and all courses taken by dependent domestic partners or children of domestic partners are eligible to be taxed under Internal Revenue Code Sections 117(d), 127, and 132(d).

#### d. Use of State Time for Fee Waiver Classes

Supervisors may authorize the use of State time for one class ("reasonable amount of time"), depending on the needs of the department, or they may allow changes in work schedule to accommodate a class schedule. However, supervisors are not obligated to do either, and employees may have to take fee waiver classes on their own time. The operational needs of the department must be met.

University Police Officers may not use State time for classes.

#### e. Types of Staff Fee Waiver

There are three types of staff fee waiver.

**Career Development** - Employees must apply to San Jose State University and be matriculated students working toward a degree.

**Job Related** - Employees may take courses specifically to improve their performance in their current job or to be ready for anticipated upcoming changes in their job duties. These employees are not matriculated students and are not working toward a degree.

**Dependent** - An eligible staff employee may transfer his/her fee waiver benefit to a dependent. Dependents include a spouse, a domestic partner, or a dependent child. The State Tuition Fees will be waived for up to six units. The dependent may attend SJSU or any other CSU campus.

A dependent child is:

- 1) Your child or stepchild under age 23 (25 for CSUEU) who has never been married;
- 2) A child, under age 23 (25 for CSUEU), living with you in a parent-child relationship who is economically dependent upon you and has never been married;
- 3) Your child or stepchild age 23 (25 for CSUEU) or above who is incapable of self-support due to a disability which existed prior to age 23 (25 for CSUEU).

The spouse, domestic partner, or dependent child must be matriculated toward a degree or attainment of a teaching credential in the CSU, and the course(s) taken through the fee waiver program must be for credit toward completion of that degree or teaching credential. Campus administration has the right to determine if space is available in the desired class before permitting a dependent fee waiver student to enroll.

The dependent fee waiver may be transferred to only one person at a time; i.e., an employee cannot use his/her fee waiver for one class or three units and waive one class or three units for a dependent.

If both parents are employees eligible to use fee waiver, each employee may transfer the benefits to their dependent. Therefore, it is possible for one child to receive both benefits and be eligible to enroll in up to four (4) courses or 12 units, whichever is greater, on a fee waiver basis. Alternatively, each employee could transfer his/her benefit to a different child, and each child will be entitled to two (2) courses or six (6) units of fee waiver eligibility.

Student Financial Aid may be affected. Employees should contact the Financial Aid and Scholarship Office at the campus that their dependent is attending to see how financial aid will be affected by participation in the Fee Waiver Program. At San José State University, the number is 283-7500.

## II. PROCESS

### a. Requirements of the Staff Fee Waiver Program

Career Development students must apply to and be accepted by the University. A fee waiver application does NOT guarantee admission to the University.

In order to continue in the Fee Waiver Program, employees or their dependents must maintain good standing academically, which means a "C" or 2.0 average or better for undergraduate students, a "B" or 3.0 average or better for graduate students. Grades are audited each semester.

Employees who go on probation or who become subject to disqualification will be dropped from the program.

Career Development and Job Related fee waiver participants who drop courses and/or enroll in courses other than those listed on their staff fee waiver forms must complete a Change of Course Application form, explaining why the changes were made. The supervisor must sign this form to indicate approval both of the course changes and any changes to the use of State time. Fee waiver classes are monitored, and employees who make changes without submitted the appropriate paperwork will be sent a letter and a copy of the form. The supervisor will receive a copy of the letter.

### b. Forms

First-Time Career Development employees must submit a University Application to Admissions and Records and must be accepted by the University. The employee should contact the Staff Fee Waiver Coordinator prior to submitting his/her application to have the \$55 filing fee waived. Once accepted to SJSU, the employee then submits a completed and signed Staff Fee Waiver Career Development Application to Human Resources.

Continuing Career Development employees submit to Human Resources a completed and signed Staff Fee Waiver Career Development Update.

Job Related employees submit to Human Resources a completed and signed Staff Fee Waiver Job Related Application. This form required the section on verification from the supervisor as to how the class will improve the employee's work skills for the current position.

Career Development and Job Related participants who actually enroll in classes other than those listed on their fee waiver applications must submit an Application for Change of Course to Human Resources.

**New fee waiver forms must be submitted each semester**, including the Dependent Fee Waiver Entitlement Transfer Form. All forms submitted to Human Resources must be filled in completely and have all the appropriate signatures. If they are incomplete, the forms cannot be processed by Human Resources and will be returned to the employee.

#### **c. Deadlines for Application**

All applicants (Career Development, Job Related, and Dependent) must submit their applications by deadlines established and communicated to campus each semester. These deadlines are established so that HR will meet Enrollment Services' deadlines, help Student Financial Services minimize overpayment of Student Financial Aid money, and allow the Bursar's Office to process the waivers in a timely manner.

The deadline for each semester's fee waiver applications is about one month after the start of registration. For Fall semesters, this will be in early June or July. For Spring semesters, the deadline will be late November. For Summer semesters, the deadline will be mid-May. Current fee waiver participants are notified by email of upcoming deadlines. The deadlines are announced on the Human Resources website and by email for distribution to HR Contacts and campus Managers.

Applications received after the deadlines will be considered on an individual, case-by-case basis and may not be accepted.

#### **d. Registering for Courses**

Fee Waiver Applications do not replace the University application to admit an employee to San José State University as a matriculated student.

Fee Waiver Applications do not enroll an employee into a course.

Faculty Fee Waivers are coordinated through Faculty Affairs (4-2450).

Career Development plan employees enroll through PeopleSoft during their assigned registration time.

Job Related plan employees are activated in the system for each participating semester by Enrollment Services and are given a registration appointment.

Human Resources cannot remove a HOLD.

#### **e. More Information on Staff Fee Waiver**

Check the *Tuition Fee Waiver* section under *Staff Employees* on the Human Resources website where you will find up-to-date information and all of the forms necessary to apply:

[http://www.sjsu.edu/hr/staff/fee\\_waiver/](http://www.sjsu.edu/hr/staff/fee_waiver/)

If you have questions, contact the Fee Waiver Coordinator, Amanda Frank at 924-2138 or [Amanda.Frank@sjsu.edu](mailto:Amanda.Frank@sjsu.edu)