

State Employee Fee Waiver Program

This program allows eligible staff members to "learn while they earn" and attend most classes at California State University campuses at a greatly reduced rate or with fees waived. Provisions of the Employee Fee Waiver Program are governed by collective bargaining agreements or for Management Personnel Plan (MPP) employees, Executive Order 491. These provisions may change as a result of collective bargaining negotiations. Such changes could affect program participation.

- Units 2, 5, 7 and 9 - [Provisions 22.25 - 22.33](#)
- Unit 3 - [Article 26](#)
- Unit 4 - [Provisions 16.5 - 16.11](#)
- Unit 6 - [Provisions 27.3 - 27.10](#)

Eligibility

The following employees are eligible for participation:

Staff

- Permanent (part-time or full-time)
- Probationary (full-time only)
- Temporary (full-time appointment for the duration of the semester that they are requesting participation)
- Management Personnel Plan (full-time only)

Faculty

- Tenured/tenure track
- Temporary lecturers with the equivalent of six years full-time service in the same department appointed for the duration of the semester that they are requesting participation
- FERP participant appointed to teach during the semester that they are requesting participation

A maximum of two courses, or 6 units, whichever is greater may be taken each semester under the Fee Waiver Program. Classes through the Extension Services, Open University, Summer Session, Winter Session and University College are not covered under the Fee Waiver Program. Courses shall be taken for credit.

Employees may enroll in more units/courses by paying the additional fees. These courses will not be considered part of the Employee Fee Waiver Program.

Under several bargaining units, the Employee Fee Waiver Program may be transferred to dependents. The Employee Fee Waiver Transfer Request Form is available online on the [Human Resources Forms web page](#). Check with Human Resources Programs for current guidelines.

Employees requesting to take classes during working hours should verify that the workload permits an orderly functioning of the unit and must have a current work schedule adjustment signed and verified by their supervisor. Only one course may be taken during work time.

Students should develop a career development plan with their advisor during the first semester applied for admission and when the academic goals change. A copy of this plan should be kept in their individual Fee Waiver record maintained by the Fee Waiver Program Coordinator.

Types of Programs

Classes can be taken for the following purposes:

Career Development/Academic Track:

- These classes are taken to attain an identified academic goal
- Students meet with their academic advisor to develop an academic plan for their course requirements
- Classes are those approved through the Academic Plan only
- Employee must follow normal University matriculation requirements
- Employee must remain in good academic standing and maintain satisfactory progress toward the objective outlined in the career development plan
- Employees working toward a Master's degree are not required to maintain continuous enrollment but may be required to submit a Graduate application when recommencing enrollment

Job-related courses Track:

- Classes that are directly related to enhancing the knowledge level for performing duties in an employee's current position.
- Classes that help develop new skills needed to acquire new duties and responsibilities.
- Employee submits page 1 and 2 of the admissions application

How to Apply

To request a CSUCI Fee Waiver Packet online visit the Human Resources quick link to [HR Forms](#) at <http://www.csuci.edu/hr/hrforms.htm>. The packet is also available in the Human Resources Programs office.

The employee will:

1. Complete Section I, Section III, and Section IV of Fee Waiver Form and the Application for Admission,
2. Discuss Section II with the appropriate academic advisor, if needed.
3. Submit the completed form through the HEERA Supervisor and/or the appropriate administrator for review and signature.
4. Bring the signed Form and Application to the Human Resources Program Fee Waiver Administrator for processing.
5. Submit application and fees to Admissions and Records
6. Register for classes.

Fees

The following fees are fully waived:

- Application Fee
- Identification Card Fee
- Instructionally Related Activities Fee
- Health Services Fee (except Unit 3, 4 and 10)
- State University Fee (for a maximum of two courses or six units)

The following fees are reduced to \$1.00 each:

- Student Body Association Fee
- Student Body Center Fee/Student Union Fee
- Health Facilities Fee

Fees are due by the normal registration deadline.

Employee Fee Waiver

The completed fee waiver form & payment must be received in the University Cash Service office on or before the published due date to avoid disenrollment. Updates and reminders are sent to dolphin email accounts on a regular basis.

Employees taking courses in addition to the fee waiver courses shall pay any difference in fees, per applicable collective bargaining agreement and campus practice. All other fees shall be at the regular rates.

| Employee | Fees Fully Waived for | Fees Owed by Employee |
|----------|-----------------------|-----------------------|
|----------|-----------------------|-----------------------|

| Category | Employee | |
|---------------------------------|---|---|
| Unit 1 (Physicians) | | |
| Unit 2, 5, 7, 9 (CSUEU) | | Associated Students Fee (\$1.00) |
| Unit 3 (Faculty) | Application Fee | Student Body Center Fee/Student Union Fee (\$1.00) |
| Unit 6 (Skilled Trades) | ID Card Fee | Health Facilities Fee (\$1.00) |
| Unit 8 (Public Safety) | Instructionally Related Activity Fee | Materials, Services & Facilities Fee (\$35) |
| C99 (Confidential) | Health Services Fee | Total Fees Owed: \$38.00 plus any lab and/or breakage card fees, and/or increase of State University Fee above 6 units |
| E99 (Excluded) | State University Fee* | |
| M80 (MPP) | | |
| M98 (Executive) | | |
| Unit 4 (Academic Professionals) | Application Fee | Associated Students Fee (\$1.00) |
| | ID Card Fee | Student Body Center Fee/Student Union Fee (\$1.00) |
| | Instructionally Related Activity Fee | Health Facilities Fee (\$1.00) |
| | Health Services Fee | Total Fees Owed: \$3.00 plus any lab and/or breakage card fees, and/or increase of State University Fee above 6 units |
| | State University Fee* | |
| | All other Category I fees as defined in Executive Order No. 740 | |

* State University Fee--May be fully waived for a maximum of two (2) courses or six (6) units, whichever is greater, per term.

Dependent Fee Waiver

| Employee Category | Eligible Dependent for | Fees Fully Waived for Eligible | Fees Owed by Dependent |
|-------------------|------------------------|--------------------------------|------------------------|
|-------------------|------------------------|--------------------------------|------------------------|

| | Fee Waiver Transfer | Dependent | |
|--|---|--|--|
| Unit 1 (Physicians) Unit 3 (Faculty) Unit 6 (Skilled Trades) Unit 8 (Public Safety) C99 (Confidential) M80 (MPP) M98 (Executive) | Spouse Dependent Child Domestic Partner | Application Fee ID Card Fee Instructionally Related Activity Fee Health Services Fee State University Fee* | Student Body Center Fee/Student Union Fee (\$1.00) Health Facilities Fee (\$1.00) Materials, Services & Facilities Fee (\$35) Associated Students Fee (\$62.00) Total Fees Owed: \$99.00 plus any lab and/or breakage card fees, and/or increase of State University Fee above 6 units |
| Unit 2, 5, 7, 9 (CSUEU) | Spouse Dependent Child Domestic Partner | Application Fee ID Card Fee Instructionally Related Activity Fee Health Services Fee State University Fee* | Associated Student Fee (\$1.00) ** Student Body Center Fee/Student Union Fee (\$1.00) Health Facilities Fee (\$1.00) Materials, Services & Facilities Fee (\$35) Total Fees Owed: \$38.00 plus any lab and/or breakage card fees, and/or increase of State University Fee above 6 units |
| Unit 4 (Academic Professionals) | Spouse Dependent Child Domestic Partner | Application Fee ID Card Fee State University Fee* | None--All other fees paid at regular rates. |
| E99 (Excluded) | N/A | N/A | N/A |

* State University Fee--May be fully waived for a maximum of two (2) courses or six (6) units, whichever is greater, per term.

** As the result of an arbitration award.

Important Notices For Fee Waiver Participants

1. Employees/dependents must pay all lab fees.
2. Employees/dependents taking more than 6 units are required to pay the difference of the State University Fee listed below, plus the "fees owed" in the box for the unit classification.
 - o Undergraduate: \$528.00
 - o Graduate: \$651.00
 - o Credential: \$612.00
3. Employees/dependents using the fee waiver program are not eligible for the registration installment plan.
4. Accounts will not be adjusted until the completed fee waiver form has been received in the University Cash Services' Office.
5. More information about the fee wavier program can be found at:
<http://www.calstate.edu/HRAdm/pdf2006/TL-BEN2006-05.pdf> (PDF, 696KB)
6. The CSUCI fee waiver form is available at: <http://www.csuci.edu/hr/feewaiver.htm>

Please contact the following individuals on campus in the event of questions:

- Employee Fee Waiver Paperwork: Diana Enos @ 437-8426
- Registration Information: Colleen Forest @ 437-8537
- Payment deadlines: University Cash Services: Cashier @ 437-8810

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