

Faculty Fee Waiver Eligibility

INTRODUCTION: The Fee Waiver Program, established in 1975, provides eligible Humboldt State University employees the opportunity to attend HSU classes at reduced rates. The Faculty Fee Waiver is a program for Unit 3 employees and their eligible dependents.

The following is a brief summary of the California State University Fee Waiver Program for qualified employees covered by Unit 3 (Instructional Faculty, Librarians, Coaches and Counselors). *Refer to your bargaining unit agreement for exact contract language.*

ELIGIBILITY

The following groups are eligible to participate in the faculty fee waiver program:

Unit 3 Faculty including:

- Tenured Unit 3 Instructional Faculty/Librarians/Counselors
- Probationary Unit 3 Instructional Faculty/Librarians/Counselors
- Temporary Unit 3 Instructional Faculty/Librarians/Counselors with three (3) year appointments; and
- Coaches with at least 6 years full-time equivalent service in the department

Unit 3 Faculty Dependents

The Dependent Fee Waiver Program allows eligible Unit 3 employees to transfer their benefit to a spouse, domestic partner or dependent child, in lieu of participation by the employee, subject to the following conditions:

- Spouse, domestic partner or dependent child must be matriculated toward a degree;
- The course(s) enrolled in on a fee-waiver basis must be for credit toward the degree requirements;
- The fee waiver benefit may be transferred to only one dependent (spouse, domestic partner or child);
- If both parents are eligible employees, each parent's fee waiver benefit can be transferred to one dependent child or individually to separate dependent children;
- The fee waiver benefit does not apply to out-of-state tuition;
- The administration determines that there is space available in such course offerings for the spouse, domestic partner or dependent child;
- This benefit may be used at any CSU campus;
- Eligibility Criteria for Faculty Dependents:
 - Spouse by Marriage
 - Child or stepchild who has never been married and is under age 23 through at least mid-point of the semester
 - Child living with employee in a parent-child relationship who is economically dependent upon employee, has never been married, and is under age 23 through at least mid-point of the semester
 - Child or stepchild age 23 or above who is incapable of self-support due to a disability which existed prior to age 23
 - Domestic Partner (Declaration of Domestic Partnership filed with the California Secretary of State)

The following groups are not eligible to participate in the faculty fee waiver program: Graduate students, Teaching Associates, Volunteers, Temporary Unit 3 Faculty with less than three (3) year appointments; and coaches with less than equivalent 6 years full-time service.

COURSE OR UNIT LIMITATION

- The maximum number of courses or units for which eligible employees may enroll or transfer their existing Fee Waiver benefit entitlement under Fee Waiver is 2 courses or 6 units, whichever is greater.
- Courses taken by eligible employees shall be job-related courses, pursuant to provision 26.5, or career development courses pursuant to provisions 26.6 – 26.7 of the CFA Contract. Additional provisions related to participating employees are found in provision 26.8 – 26.12.

FEES

- The State University Fee shall be waived for the units of courses taken in the CSU fee waiver program. A participating employee (or dependent) taking CSU courses in addition to the CSU fee waiver courses shall pay the difference between the part-time State University Fee and the full-time State University Fee. For specific questions about charges, please contact the Cashier's Office.
- Courses taken in accordance with maximums for the bargaining unit agreements are subject to a \$6.00 fee waiver charge.
- Books, lab fees and other ancillary costs are not covered by the fee waiver charge and are the responsibility of the student
- Courses above the maximum allowed in the bargaining unit agreements may be taken, but will be assessed additional charges

FEE WAIVER APPLICATION PROCESS

- Step 1: Download the State Fee Waiver Application form (for self) or the Dependent Fee Waiver Transfer Application (for eligible dependent) from the Academic Personnel Services website or go to the Academic Personnel Services office in Siemens Hall, room 208 to obtain an application form.
- Step 2: Complete the appropriate fee waiver application form and obtain the necessary signatures.
- Step 3: Return completed materials to the Academic Personnel Services office in Siemens Hall, room 208, prior to 5:00 p.m. on or before the final deadline date.
- Step 4: Register for Classes.