



**Fee Waiver Check List**

Steps	Information & Resources	Career Development Option	Work-Related Option	Dependent Waiver Option	Completed by
<p><b>Prepare &amp; Apply</b></p>	<p>Start by exploring <a href="#">CSU Campuses</a> and the <a href="#">degrees</a> offered <a href="#">Investigate Majors/Careers</a>            Apply to be admitted through <a href="#">Cal State Apply</a>.</p> <p>Note <a href="#">CSU deadlines</a> apply to employees, and you will need to pay the application fee.</p> <p>If you are seeking a Second Bachelor degree and wish to submit a Chico State application for Chico admissions, contact <a href="#">Melanie Manes</a> first.</p> <p>Graduate Students follow the <a href="#">Graduate Studies Admissions Process</a> by the posted application deadline. Employee will need to meet Graduate Studies requirements.</p>	<p>✓</p>		<p>✓</p>	<p><input type="checkbox"/> Employee</p>
<p><b>Submit a Fee Waiver Application</b></p>	<p><a href="#">Dependent Fee Waiver (Tuition Reduction) Instructions and Application</a>            - OR -  <a href="#">Employee Fee Waiver (Tuition Reduction) Instructions and Application</a></p> <p>Note: One fee waiver application is required for each semester enrolled</p>	<p>✓</p>	<p>✓</p>	<p>✓</p>	<p><input type="checkbox"/> Employee</p>
<p><b>Complete Work-Related transitory application <i>(if applicable)</i></b></p>	<p><b>To be accepted as a transitory student by the University:</b></p> <p>Submit an <a href="#">Admission Application for Work-Related (JOB) Fee Waivers</a>.</p>		<p>✓</p>		<p><input type="checkbox"/> Employee</p>

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<b>Fee Waiver Eligibility</b>	Fee Waiver Coordinator determines eligibility and signs waiver through Adobe. Once completed, employee receives email from Adobe with a fully signed and executed form attached.	✓	✓	✓	Fee Waiver Coordinator
<b>Attending another CSU?</b>	Fee Waiver Coordinator will forward the application to the campus of enrollment.	✓	✓	✓	Fee Waiver Coordinator
<b>Register for Classes</b>	Review information about <a href="#">registering for classes</a> and <a href="#">fee payment deadlines</a> .	✓	✓	✓	<input type="checkbox"/> Employee
<b>Pay mandatory campus fees and remaining tuition due (if applicable)</b>	Deadline depends upon the date you register for classes – <a href="#">check Chico State Fee Payment Schedule</a> for specific dates.	✓	✓	✓	<input type="checkbox"/> Employee
<b>CSU Application Fee Reimbursement</b>	Reimbursements begin immediately after the Census date for the term of enrollment	✓		✓	Student Financial Services
<b>Are you or your Dependent taking Graduate/Doctorate Level Courses?</b>	Familiarize yourself with <a href="#">Fee Waiver Tax Implications</a> .  If completing a Doctorate, be sure to meet with the FW Coordinator to discuss anticipated costs.	✓	✓	✓	<input type="checkbox"/> Employee