Employee Fee Waiver/ Fee Reduction Program

Overview

FALL 2022
Human Resources Service Center
- Email: feewaivers@csuchico.edu
- http://www.csuchico.edu/hr/pdev/feewaiver/
- (530) 898-6433
- Jessica Plascencia and Beverly Gentry

Financial Aid
- Casey Dinsmore, Advisor
- (530) 898-6451

Undergraduate Admissions
- Melanie Manes & Maggie Souza, Admissions Office
- (530) 898-6322

Graduate Admissions
- Micah Lehner & Carrie Adsit, Graduate Studies
- (530) 898-6880

Student Financial Services
- Gina O'Neal & Som Khang
- (530) 898-5936
CSU, Chico Fee Waiver Investment

Campus Investment in Employee Fee Waiver Program (Value of Fee Waivers Awarded)

- 2016/2017: $325,913
- 2017/2018: $358,055
- 2020/2021: $285,319
What’s the purpose?

1. Provide **CSU employees** with professional development opportunities
2. Extend education to eligible family
### Earnings and unemployment rates by educational attainment, 2021

<table>
<thead>
<tr>
<th>Educational Attainment</th>
<th>Median usual weekly earnings ($)</th>
<th>Unemployment rate (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doctoral degree</td>
<td>1,909</td>
<td>1.5</td>
</tr>
<tr>
<td>Professional degree</td>
<td>1,924</td>
<td>1.8</td>
</tr>
<tr>
<td>Master's degree</td>
<td>1,574</td>
<td>2.6</td>
</tr>
<tr>
<td>Bachelor's degree</td>
<td>1,334</td>
<td>3.5</td>
</tr>
<tr>
<td>Associate's degree</td>
<td>963</td>
<td>4.6</td>
</tr>
<tr>
<td>Some college, no degree</td>
<td>899</td>
<td>5.5</td>
</tr>
<tr>
<td>High school diploma</td>
<td>809</td>
<td>6.2</td>
</tr>
<tr>
<td>Less than a high school diploma</td>
<td>626</td>
<td>8.3</td>
</tr>
</tbody>
</table>

**All workers: $1,057**

**Total: 4.7%**


[Education Pays](https://www.bls.gov/emp/chart-unemployment-earnings-education.htm)
Where is the Fee Waiver Information Online?
1. Eligibility Requirements
   - Employee Eligibility
   - Dependent Eligibility
   - Employee Responsibilities

   It is important for you to determine if you will be eligible during the semester you wish to take classes. If not, you will be responsible for covering the full cost.

2. Fee Waiver Options & Instructions
   - Career Development (CEV) Option
   - Work-Related (JDB) Option
   - Dependent (Transfer of Fee Waiver Benefit) Option

3. Understand the Finances
   - Pay Chico Fees prior to Fee Deadlines
   - Only State-Funded Classes are Eligible
   - Ask if Fee Waiver will impact Financial Aid
   - Tax Implications
   - Doctoral Programs

4. Apply, Pay Fees, and Register for Classes
   - Cal State Apply
   - One-Time Cal State Apply Fee Refund Process
   - Fee Waiver Application Deadline and Requirements
   - Only State-Funded Classes are Eligible
   - Chico Registration Steps
   - How to use the Student Center (registration dates, holds, add courses, pay fees, buy books)
   - Search CSU Degrees

Fee Waiver Forms (PDFs on Box)
   - Fee Waiver (Tuition Reduction) Application for Employees - with instructions (PDF)
   - Fee Waiver (Tuition Reduction) Application for Dependent - with instructions (PDF)
   - Admissions Application for Work-Related JDB Fee Waivers (PDF)

Fee Waiver Deadlines

   Important: Please pay fees before the fee payment deadline.

   Fee Waiver Application Deadlines are the first Friday as noted below:
   - Winter* = Sept 1 - Nov 5
   - Spring = Sept 1 - Nov 5
   - Summer* = Mar 1 - May 6
   - Fall = Mar 1 - May 6
What do you need to do?

1. **Cal State Apply**: only for new students (dependents and employees using the career development option)

2. **FW Forms**: Complete fee waiver forms, each term

3. **Pay** fees before the deadline

4. **Enroll** online in state-funded courses

5. **Check Portal** online to review courses and student financial record & pay any remaining fees
What do you need to know?

We’ll cover answers to questions we receive, but ultimately, you can submit a fee waiver application and begin the process.
Who’s eligible?

1. Which **employees** are eligible for the fee waiver?
   - Most Full-time permanent employees
   - Tenured and probationary faculty, faculty with 3-year appointments, coaches with 6 years consecutive years of service

2. Which **dependents** are eligible?
   - Admitted, matriculated student
   - Spouse, domestic partner, dependent child

<table>
<thead>
<tr>
<th>Unit</th>
<th>Maximum Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>2, 5, 7, 9 (CSUEU)</td>
<td>Up to age 25 (Age 24 at start of semester)</td>
</tr>
<tr>
<td>4 (Academic)</td>
<td></td>
</tr>
<tr>
<td>6 (Trade)</td>
<td></td>
</tr>
<tr>
<td>M80 (MPP)</td>
<td></td>
</tr>
<tr>
<td>M98 (Executive)</td>
<td></td>
</tr>
<tr>
<td>C99 (Confidential)</td>
<td></td>
</tr>
<tr>
<td>E99 (Excluded)</td>
<td></td>
</tr>
<tr>
<td>1 (Physicians)</td>
<td>Up to age 23 (Age 22 at start of semester)</td>
</tr>
<tr>
<td>8 (Public Safety)</td>
<td></td>
</tr>
</tbody>
</table>
Where can you take classes?

**Any CSU**

Any state-funded course

- Which may include:
  - Limited state-support summer courses
  - Cal Arts summer program
  - Some Study Abroad courses
  - Winter sessions may be attended at quarter campus only (e.g., Cal Poly SLO)
More Class Delivery Choices than Before

- In-Person
- On-line - synchronous
- On-line - asynchonous
- Hi-flex = a combo of all three
How many classes are covered?

The employee may request fees be waived for a maximum of two (2) courses or six (6) units, whichever is greater, per term.

Classes must be at one CSU campus per term.

Two employees can submit fee waivers for the same dependent requesting fees waived for 4 courses.

Please help us identify when one dependent is benefiting from two employee fee waivers as it can impact taxation for the employees.
Can I request release time from work?

For up to one class

Want details?

- Employee Eligibility
- Release Time
## Choose a Fee Waiver Option

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
<th>Student Is</th>
<th>Admissions Type</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dependent</strong> (or Transfer of Fee Waiver Benefit) Option</td>
<td>Admitted for identified academic goal</td>
<td>Dependent</td>
<td>Admitted = Matriculated student</td>
</tr>
<tr>
<td><strong>Career Development (DEV) Option</strong></td>
<td>Identified academic goal</td>
<td>Employee</td>
<td>Admitted = Matriculated student</td>
</tr>
<tr>
<td><strong>Work-Related (JOB) Option (for CSU job or career)</strong></td>
<td>Improve skill levels to perform existing job / enhance skills for CSU career</td>
<td>Employee</td>
<td>Intermittent = Transitory: must re-apply each term</td>
</tr>
</tbody>
</table>
Improved Forms!

Adobe Sign Process for Form Submission

We will only accept Fee Waivers routed for signature through Adobe Sign
  ◦ Sustainable: We eliminated all paper forms associated with this process!

Career Development Plan incorporated into the employee form
  ◦ No more: separate career plan, list of classes, searching for an academic advisor to sign

Work-Related Admissions Application
  ◦ Combined undergrad and grad admissions application into one form
  ◦ Now processed through Adobe Sign
Fee Waiver Application for Dependents

Instructions
This form must be viewed in Adobe Acrobat or Reader. See instructions on our Forms & Document page regarding pdf viewers.

Return completed form with required signatures to Human Resources Service Center - Fee Waiver Coordinator, Campus 2610. If you have any questions or need assistance, please call 530-895-3500 or extension 67911.

Employee Information
Employee Name: 
Department: 
Campus: Chico State (EmplID) 
Employment Status: Full Time 
Probationary Staff: 
Sponsor: 
Spouse by marriage: 
Dependency status: 
Dependent child under age 25 (or under age 23 for U.S. citizens) 
Student by marriage: 
Dependency: 
Degree Objective: 
Declared Major: 
Course Information and Release Time
This is a request form for a previously submitted fee waiver. 
The employee may request fees be waived for a maximum of two (2) courses or six (6) units, whichever is greater per term.

Employee Development Plan
Highest level of education completed: 
Fee Waiver Options: Please select one option (Do not fill out both options)

Career Development (C/OP): 
Work-related (JOP): 
Work-related (JOP): 

1. Complete the application and fee waiver form. 
2. Sign the form and submit it to the designated office. 
3. Your application will be reviewed and processed. 
4. You will be notified of the outcome. 

Provider a summary of the application process for each term (2-3 sentences).
How much do I pay?

Student Financial Services provides an estimate of fees TO PAY.

There may be additional Professional Program Fees or Online Program Fees.

Essentially, fees for part-time enrollment are mostly paid.

Fee Waivers

Employee Fee Waivers - Fall 2022

- The following employee groups are eligible to have all Category I fees waived, including the Graduate Professional fee: Academic Professionals (Unit 4), and CSUEU (Units 2, 5, 7, 9).
- All other employee groups not listed above, along with all eligible dependents, are subject to Professional Program fees.
Could the fee waiver impact financial aid?

Yes
- It may be beneficial NOT to use the fee waiver
- Please contact Financial Aid to discuss

Financial Aid
- [Casey Dinsmore](mailto:Casey.Dinsmore@Example.com)
  Advisor
  (530) 898-6451
Who do I pay?

Pay fees to the **CSU the student will be attending**

If attending/paying “California State University, Chico”...

- Go into the Portal > Student Center > and pay fees through there, or
- Contact Cashiering, in **SSC 230**, for payment methods
### Taxation: When Student = Dependent

**It Depends...**

<table>
<thead>
<tr>
<th>Eligible Student is...</th>
<th>Undergrad and Post-Baccalaureate Courses</th>
<th>Graduate Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee’s Spouse or Dependent</td>
<td>Nontaxable</td>
<td>Taxable</td>
</tr>
<tr>
<td>Employee’s Domestic Partner</td>
<td>Taxable</td>
<td>Taxable</td>
</tr>
</tbody>
</table>

- The Fee Waiver Program is a **taxable** fringe benefit... to the EMPLOYEE
Taxation: When Student = Dependent

Dependent Fees Waived & Taxable Income Reported for Employee

Note: Amounts listed below are for examples only and are not actual amounts.

Estimated Flat Tax Rate for 2019: 36.25%

Example 1: Dependent Fees Waived: Dependent in Master's Program; Employee is in Units 2, 4, 5, 7, or 9

<table>
<thead>
<tr>
<th>Est. Fees Waived</th>
<th>Per Term</th>
<th>Times</th>
<th>Estimated Flat Tax</th>
<th>Equals</th>
<th>Estimated Imputed Tax</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,084</td>
<td>Spring</td>
<td>X</td>
<td>36.25%</td>
<td>$755.45</td>
<td>To be deducted from a Spring paycheck for employee</td>
<td></td>
</tr>
<tr>
<td>$2,084</td>
<td>Fall</td>
<td>X</td>
<td>36.25%</td>
<td>$755.45</td>
<td>To be deducted from a Fall paycheck for employee</td>
<td></td>
</tr>
</tbody>
</table>
# Taxation: When Student = Employee

**It Depends...**

<table>
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<th>Undergrad and Post-Baccalaureate Courses</th>
<th>Graduate Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSU Employee</td>
<td>Nontaxable</td>
<td>Nontaxable up to $5,250 (per tax year)</td>
</tr>
</tbody>
</table>

- The Fee Waiver Program is a **taxable** fringe benefit... to the EMPLOYEE
Taxation: When Student = Employee

**Employee Fees Waived & Taxable Income Reported for Employee**

*Note: Amounts listed below are for examples only and are not actual amounts.*

Estimated Flat Tax Rate for 2019: 36.25%

**Example 1: Employee is in Units 2, 4, 5, 7, or 9, and is in a Master’s Program with Professional Fees**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring grad fees waived</td>
<td>$2,997.00</td>
</tr>
<tr>
<td>Spring professional fees waived ($270 professional fee/unit X 6 units); Subtotal: $4,617.00</td>
<td>$1,620.00</td>
</tr>
<tr>
<td>Fall grad fees waived</td>
<td>$2,997.00</td>
</tr>
<tr>
<td>Fall professional fees waived ($270 professional fee/unit X 6 units)</td>
<td>$1,620.00</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$9,234.00</strong></td>
</tr>
<tr>
<td>Minus the tax threshold</td>
<td><strong>($6,250.00)</strong></td>
</tr>
<tr>
<td>Total value of fees to be taxed</td>
<td><strong>$3,984.00</strong></td>
</tr>
<tr>
<td>Estimated Flat Tax Rate</td>
<td><strong>36.25%</strong></td>
</tr>
<tr>
<td>Estimated Imputed Tax to be deducted from a Fall paycheck</td>
<td><strong>$1,444.20</strong></td>
</tr>
</tbody>
</table>
**Example 2: Employee is in Units 1, 3, 6, or 8, and is in a Master’s Program**

In this example, the program does not have professional fees, or the program requires professional fees and the CBA does not waive them for the employee and they are paid by the student.

<table>
<thead>
<tr>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,994.00</td>
<td>Spring grad fees waived</td>
</tr>
<tr>
<td>$2,994.00</td>
<td>Fall grad fees waived</td>
</tr>
<tr>
<td><strong>$5,988.00</strong></td>
<td><strong>Subtotal</strong></td>
</tr>
<tr>
<td><strong>$5,250.00</strong></td>
<td><strong>Minus the tax threshold</strong></td>
</tr>
<tr>
<td>$738.00</td>
<td><strong>Total value of fees to be taxed</strong></td>
</tr>
<tr>
<td>36.25%</td>
<td>Estimated Flat Tax Rate</td>
</tr>
<tr>
<td><strong>$267.53</strong></td>
<td><strong>Estimated Imputed Tax to be deducted from a Fall paycheck</strong></td>
</tr>
</tbody>
</table>
BEWARE: You will need to check two email accounts...

HR will communicate to your “employee” email (xxx@csuchico.edu)

Admissions will communicate to your “student” email (xxx@mail.csuchico.ed)
Do I apply via CSU Admissions?

The unified California State University admissions: [Cal State Apply](#)

Employees wishing to begin using the Career Development fee waiver program must apply to the campus.

Please contact Admissions for details and instructions

Undergraduate Admissions
- Melanie Manes, Admissions Office (530) 898-6322

Graduate Admissions
- Micah Lehner, Graduate Studies (530) 898-6880
- Graduate admissions may have a different application schedule and deadlines.

<table>
<thead>
<tr>
<th>Term</th>
<th>Priority Application Filing Period*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2023</td>
<td>October 1, 2022 - November 30, 2022</td>
</tr>
<tr>
<td>Summer 2023</td>
<td>February 1, 2023 - February 28, 2023</td>
</tr>
<tr>
<td>Spring 2023</td>
<td>August 1, 2022 - August 31, 2022</td>
</tr>
<tr>
<td>Winter 2023</td>
<td>June 1, 2022 - June 30, 2022</td>
</tr>
</tbody>
</table>
Applied for Admissions? You may be eligible for Refund

You can apply for a One-Time $70 CSU Application Fee Refund

Students provide proof of payment for the CSU application fee. Each student’s campus determines the process for refund after the campus census date.

- Some CSU’s (e.g. San Diego) require a form be completed by the employee.

For CSU, Chico employees, Admissions assists
When and How do I sign up for classes?

Chico Registration Steps

You will receive a letter or email from Undergraduate Admissions or Graduate Studies. It will explain when to enroll.

How do I register for classes?

What if my class is closed?

Late Registration / Enrolling in Courses After the Fee Deadline

How do I figure out which books to buy?

◦ Start with the Chico State Wildcat Store, then ask a student. They've discovered more resources than you can imagine!
Search CSU Degrees

http://degrees.calstate.edu/

“Source” displays if it is Extension or Campus (State Funded)
How often do I file a Fee Waiver App?

**Each Term**

One application for each term, about one month before students can enroll in courses.

<table>
<thead>
<tr>
<th>Term</th>
<th>Fee Waiver Application Submission Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer*</td>
<td>First Monday in April through the first Friday in May</td>
</tr>
<tr>
<td>Fall</td>
<td>First Monday in April through the first Friday in May</td>
</tr>
<tr>
<td>Winter*</td>
<td>First Monday in October through the first Friday in November</td>
</tr>
<tr>
<td>Spring</td>
<td>First Monday in October through the first Friday in November</td>
</tr>
</tbody>
</table>

*Most or all courses during this term at CSU, Chico or other CSU campuses may not be state-funded and therefore not covered by the fee waiver program.*
Fee Waiver Application Deadlines

Each Campus Determines

Several campuses are now requiring the fee waiver applications in March and September

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<td>Fall</td>
<td>First Monday in April through the first Friday in May</td>
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<tr>
<td>Winter*</td>
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</tr>
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<td>First Monday in October through the first Friday in November</td>
</tr>
</tbody>
</table>

*Most or all courses during this term at CSU, Chico or other CSU campuses may not be state-funded and therefore not covered by the fee waiver program.
## Don’t be Surprised...

<table>
<thead>
<tr>
<th>WHEN THE EMPLOYEE IS THE STUDENT</th>
<th>WHEN THE DEPENDENT IS THE STUDENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release time doesn’t equal # of courses waived</td>
<td>Regular admissions process happens</td>
</tr>
<tr>
<td>You are the last to enroll unless you’re matriculated (Career Development)</td>
<td>This is NOT the “waiver” asked about during the online Cal State Apply admissions process</td>
</tr>
<tr>
<td>You will get student emails</td>
<td>Don’t be surprised by taxes when a dependent becomes a grad student</td>
</tr>
<tr>
<td>You don’t have all the student services</td>
<td>Don’t be surprised by taxes when you become a grad student</td>
</tr>
</tbody>
</table>
Basic Steps

1. **Cal State Apply**: only for new students (dependents and employees using the career development option)

2. **FW Forms**: Complete fee waiver forms, each term

3. **Pay** fees before the deadline

4. **Enroll** online in state-funded courses

5. **Check Portal** online to review courses and student financial record & pay any remaining fees
Thinking about education?  
Tips for getting started

**Reflect and Plan**

Plan Your Career using tools at https://www.csuchico.edu/staff-development/career/index.shtml

Go to the Career Center: take an online career assessment

Sit with a Career Center advisor, explore the assessment outcomes

Work with a general academic advisor to pick a program, examine courses you may already have on your transcript

Meet with the program’s academic advisor, develop a course list

**Establish a Work/Life Balance**

Talk to someone who’s worked while going to school

Discuss with your family/friends the time commitment of school

Develop a plan to balance work, school and your personal life
Don’t be surprised when...

You get Student Announcements in your work email
You need to check your student email (in addition to your work email)
You use the Student Center to enroll in classes, pay fees, etc.
You need to find Blackboard to obtain your class syllabus and what book to get
You’re asked to upload a COVID vaccine certification card as a student, *in addition* to the employee upload
You get to take student training, *in addition* to similar employee training
Your required to turn in Measles and Rubella vaccination info before enrolling in Semester 2
It takes time to get a “groove” for completing homework – but you can do it!
  ◦ Figuring out your prime time for homework and your resources
New to being a student?
It includes: Student Center

The Student Center is where you search for available classes, enroll in courses, pay fees, discover holds, and more.
New to being a student?
It includes: Student Center

The Student Center is where enroll in classes.
New to being a student? It includes: Required Training

You will be assigned required student training, in addition to employee compliance training.
New to being a student?
It includes: Immunization Requirements
(during your 2\textsuperscript{nd} semester)

The Student Center is where you search for available classes, enroll in courses, pay fees, discover holds, and more.
Chico State’s Fee Waiver Partners

It takes a village!

And a little time...

Human Resources Service Center
- Email: feewaivers@csuchico.edu
- [http://www.csuchico.edu/hr/pdev/feewaiver/](http://www.csuchico.edu/hr/pdev/feewaiver/)
- (530) 898-6433
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