



HUMAN RESOURCES  
MANAGEMENT

## **New Students - Fee Waiver Program**

The following procedures apply to employees who are not currently enrolled in the University or who have dropped all their courses:

Complete the Fee Waiver Request Form available at Payroll Services and Benefits Office.

Complete the Career Development Plan if courses to be taken are career-related. This form is available at the Payroll Services and Benefits Office.

Complete the appropriate sections of the CSU Admissions Application form available at <https://www2.calstate.edu/apply>. Employees are encouraged to apply as early as possible.

Obtain a copy of the Schedule of Classes for each semester as soon as it is available in the University Bookstore. The Schedule of Classes contains a comprehensive list of all classes offered during a particular semester. In addition, the Schedule of Classes lists important deadlines for adding or dropping classes, paying fees, and registration instructions.

Submit completed Fee Waiver Request Form (including classes), and the Career Development Plan (if applicable) form directly to the Payroll Services and Benefits Office located in WH478.