



CSU Employee Fee Waiver and Reduction Program – Procedures

1. Determine your Fee Waiver option. A Fee Waiver Application must be submitted for each term the fee waiver is utilized:
 - **Dependent Fee Waiver** – Eligible staff employees may transfer his/her fee waiver benefit to a spouse, domestic partner, or dependent child. The qualified dependent needs to be matriculated toward a degree or attainment of a teaching credential in the CSU.
 - **Career Development** – Employees must apply to CSU and be matriculated students working toward a degree. Employees may complete more than one degree through fee waiver.
 - **Job Related** - Employees may take courses specifically to improve their performance in their current job or to acquire additional skills needed to perform newly assigned duties and responsibilities. These employees are not matriculated students and are not working toward a degree.
2. If you have already been admitted to a California State University (CSU):
 - **Click on the link to submit:** [CSU Fee Waiver and Reduction Application](#) (OnBase Form). Applicants should provide the anticipated course(s) of enrollment for the applicable term. (It is recommended to use Firefox when accessing the OnBase Form. Safari and Microsoft Edge are not compatible.)
 - If you have been admitted to Sacramento State, please email the [Application Fee Refund Form](#) along with your application payment confirmation to feewaiver@csus.edu to determine your eligibility for a refund of the application fee.
3. If you are not yet admitted to a CSU, you will need to apply to and be admitted to a CSU campus before applying for the fee waiver program
 - You can apply to the California State University online at [Cal State Apply](#).
 - Complete the online application, pay the application fee, and submit a copy of your confirmation page to feewaiver@csus.edu in order to receive a refund of the application fee.
 - If you are attending a different campus, you may have to submit an application fee refund form, which you will receive upon the approval of your application from the prospective campus.
4. Under the Fee Waiver Program, only **one** set of fees is waived at the campus in which the employee/dependent enrolls. This includes only one waiver/reimbursement of one application fee regardless of the number of applications an employee/dependent submits. If using the Fee Waiver, **do not** select "installment plan" when choosing how to pay for your registration fees.
5. You will be notified of your Fee Waiver status within approximately 10 business days of your submission of a completed application. Check your campus email for a determination of your Fee Waiver status.
6. **Fee Waiver Deadline:** Applications will not be accepted after Census Date of the semester for which you are applying.