

Cal Poly Pomona

Employee Fee Waiver Application Instructions

Note: For eligibility information, please refer to the applicable collective bargaining agreement or contact the Campus Fee Waiver Coordinator.

Admission to the University:

Contact Admissions and Outreach for admissions eligibility and application procedures/information if you have not previously been admitted or if you have not taken classes for the previous two quarters. Contact the Fee Waiver Coordinator prior to completing the CSU Application for Admission to obtain information on how to waive the application fee. Note: Employees working towards an approved Career Development Plan must meet admissions and testing requirements and apply by the applicable admissions timelines. Employees taking work-related courses may be admitted as transitory students and may not be required to comply with all admissions and testing requirements.

Fee Waiver Instructions – Employee:

1. Complete Sections I through V of the Employee Fee Waiver Application and discuss your plans with your supervisor.
2. Submit the application to your immediate supervisor for course approval and submission to HEERA Manager/Dean.
3. Submit the application to the Fee Waiver Coordinator, Human Resources & Payroll Services – Customer Service, for program review and approval.
4. When your application has been approved you will receive notification from Admissions and Outreach. If you have applied to take Career Development coursework, you will be contacted to attend a mandatory student orientation. Otherwise, the Registrar's Office will send information on how/when to register to your campus email address.

Fee Waiver Instructions – Immediate Supervisor:

1. Determine eligibility for employee to participate in the Fee Waiver Program. Eligibility is determined in accordance with the applicable collective bargaining agreement and/or University policy. Contact the Fee Waiver Coordinator if you have any eligibility question.
2. Review the request to determine if the course requested is part of an approved career development plan (approved through the applicable line organization and on file with the Fee Waiver Coordinator) or if the course is work-related. **A work-related course is a course taken for the purpose of a) improving the level of skill needed to perform existing duties and responsibilities or b) acquiring additional skills needed to perform new assigned duties and responsibilities. Enrollments may be voluntary or at the direction of the Supervisor/Manager.**
3. Enrollment during work hours may be approved for no more than one (1) work or career-related course per quarter and must have the supervisor's approval based upon the following conditions:
 - a. The orderly functioning of the Department will not be adversely affected by the employee's absence;
 - b. The class is either work-related or part of an approved Career Development Plan on file with Fee Waiver Coordinator; and
 - c. The class is taken at Cal Poly Pomona for credit. *Note: Release time is prohibited for classes taken at another campus.*

Retain photocopies of the Employee Fee Waiver Application as needed and return the application to the employee for submission to the Fee Waiver Coordinator. Please keep in mind that there are registration deadlines—do not hold Employee Fee Waiver Applications.

General Information:

1. All registration deadlines must be observed. A late registration fee is charged when an employee could have registered on time, but failed to do so.
2. If the employee drops a class during the official drop period, the employee may request a waiver for that course during a subsequent quarter. If the employee drops a class after the official drop period, normally a waiver would not be granted for that course during a subsequent quarter. Exceptions may be granted if the reason for dropping the course is clearly beyond the employee's control (serious illness, directive of supervisor, etc.). Additional waivers will not be granted for lack of satisfactory academic progress and/or requests to repeat a course in order to raise the grade achieved.
3. The Employee Fee Waiver and Reduction Program is not applicable to continuing education, special session and other self-supporting programs.

CAL POLY POMONA EMPLOYEE FEE WAIVER APPLICATION

Please review the Employee Fee Waiver Application Instructions before completing this application.

Section I – Employee Information (To be completed by the employee for each term of enrollment.)

Name:	Department:	Bronco Number:
Student Identification Number (Provide if attending another CSU campus):	Collective Bargaining Identifier:	_____ Undergraduate Courses _____ Graduate Courses
CSU Campus to Attend (if other than Cal Poly Pomona):	Classification Title	Work Phone Number/Extension
Employment Status: Appointment Timebase ___ Permanent ___ Full-time ___ Probationary ___ Part-time ___ Temporary* *Date temporary appointment is scheduled to end: ____/____/____	Planned quarter/term and academic year for this waiver: ___ Fall ___ Winter ___ Spring ___ Summer Academic Year of Enrollment: _____ - _____	
Email Address:	Do you have an approved Individual Career Development Plan on file? ___ Yes ___ No If yes, please indicate major: _____	

Section II - Course Information: All courses taken on Fee Waiver must be either work-related (WR) or part of an approved Individual Career Development Plan (CD) and must be taken for a traditional letter grade. See the Fee Waiver Guidelines for definition of "work-related". Courses may not be taken for credit/no credit nor may they be audited.

Course Title	Course Subject, Number & Section	Units	Days (MTWRFS)	Times	Hours Per Week	WR (Work-Related) or CD (Career Development)
(Example) Public Speaking	COM 100-09	4	TR	1:00 – 1:50 p.m.	4 Hours	CD

Please provide the catalog course description for each class listed above (attach additional sheet as necessary):

For work-related (WR) courses, please state how each course relates to your present assignment (attach additional sheet as necessary):

Section III – Work Schedule Adjustment (Complete this section if class occurs during normal work schedule.)

Note: Enrollment during work hours must be at Cal Poly Pomona and is limited to one (1) work-related or career development course per quarter, subject to the HEERA supervisor's approval based upon operational needs of the University.

Check and complete one of the following:

___ I request that my supervisor permit the use of work time. _____ Hours per week of work time are needed for class attendance.

___ I request that my supervisor adjust my normal work schedule as follows so work time is not lost because of class attendance:

 Adjusted work schedule (Indicate here or attach schedule): _____

___ Other (please indicate): _____

Section IV – Employee Verification and Signature

My signature below is to certify that the information relevant to this request for Employee Fee Waiver is accurate and to acknowledge that I must submit a new form if I wish to request a change (e.g., a different class, adjusted work schedule, etc.). Also, as required by CSU policy, I agree to provide information concerning my study program and grades received by hereby authorizing the Registrar's Office to release my transcript of work completed to Human Resources & Payroll Services – Customer Service.

Employee's Signature

Date

Section V – Line Organization Review: If the Fee Waiver or any part of this request is denied, please state the reason(s).

HEERA Supervisor or Department Chair: ___ Approved ___ Denied _____	Date:	Reason/comments:
HEERA Manager/Dean: ___ Approved ___ Denied _____	Date:	Reason/comments:
HR & Payroll Svcs. - Fee Waiver Coordinator: ___ Approved ___ Denied _____	Date:	Reason/comments: