

# Employee Tuition Fee Waiver Program Presentation

*Presented by:  
University Personnel  
November 30, 2023*

- All attendees are muted.
- If you have questions, type them into the chat box and we'll answer them during our Q&A session breaks.
- If your questions are specific & personal to your situation, please contact us directly for a consultation.
- A copy of the presentation will be sent to all attendees of this presentation.



- Overview of the Tuition Fee Waiver Program
- Benefits of the Tuition Fee Waiver Program
- Requirements of the Program



# Types of Fee Waiver

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- Job Related
- Career Development
- Dependent
- Teaching Associate -will not be discussed in our presentation because it's a separate process. Refer to [TA fee waiver process](#).
- The fee waiver is not free. It's at a reduced rate. It will be taxed appropriately and by term.



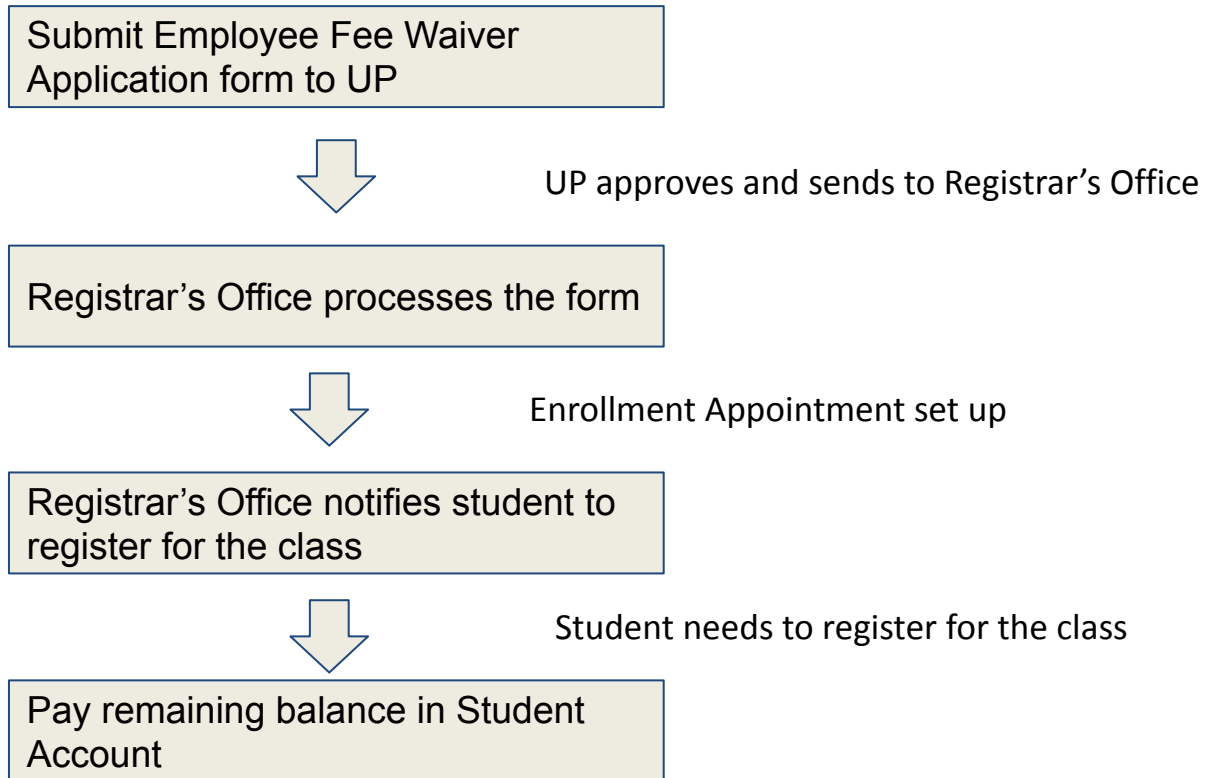
# Job Related Fee Waiver

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- Courses are taken to enhance an employee's performance in their current position
- Employee is not a matriculated (degree seeking) student
- Participant must be term-activated each semester by the Registrar's Office
- An [Employee Fee Waiver Application form](#) must be completed each semester to participate in the program
- Course(s) must be "regular session" to be fee waiver eligible

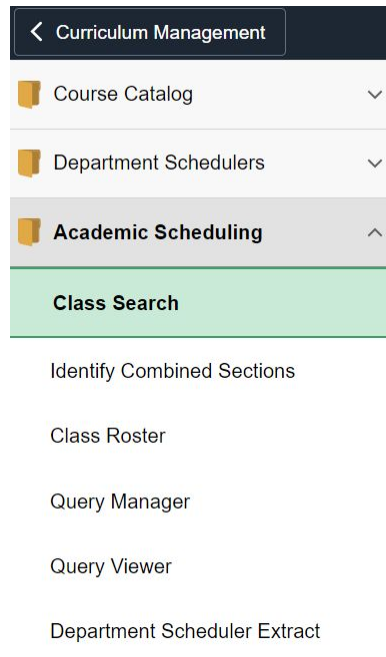


# Job Related Fee Waiver Process



# How to Search for Eligible Classes?

- Go to one.sjsu.edu
- Find the MySJSUPeopleSoft –CS
- Go to Curriculum Management Academic Scheduling Class Search



# How to Search for Eligible Classes?

Search for Classes

## Enter Search Criteria

### Search for Classes

Institution

Term

Select at least 2 search criteria. Select Search to view your search results.

#### ▼ Class Search

select subject

Subject

Course Number

Course Career

Show Open Classes Only

Session

Mode of Instruction

Class Nbr  ?

#### ▶ Additional Search Criteria

Clear

Search





# Look for “Regular” under “Section”

- Course(s) must be “regular session” to be fee waiver eligible
- Special Session aren’t eligible for the fee waiver, except for those in the MLIS program & that student lives more than 50 miles away from SJSU. The MLIS Program will switch them to regular session.

▼ECON 1A - Principles of Economics: Macroeconomics								
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	View Textbooks	Zero Cost Materials
27543	01-LEC Regular	MoWe 9:00AM - 10:15AM	Dudley Moorhead Hall 161	Ghislaine Lang	01/24/2024 - 05/13/2024	<span style="color: green;">●</span>	<a href="#">View Textbooks</a>	



- The employee has applied for and been accepted as a matriculated student working toward a degree or teaching credential.
- An employee may complete more than one degree through the Tuition Fee Waiver Program
- The employee must maintain good academic standing
  - 2.0 GPA or better for undergraduate students
  - 3.0 GPA or better for graduate students



- Eligible employees may transfer their fee waiver benefit to a dependent:
  - Spouse –no age limit
  - Registered Domestic Partner –no age limit
  - Child up to age 23
    - Unit 1 (Physicians)
  - Child up to age 25
    - Units 2,5,7,9 (CSUEU)
    - Unit 3 (Faculty)
    - Unit 4 (Academic Professionals)
    - Unit 6 (Teamsters)
    - Unit 8 (Public Safety)
    - M98 (Executive), M80 (Management), & C99 (Confidential)
- The dependent may attend any CSU Campus



# Dependent Requirements

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- The dependent must be a verified dependent of the employee
- The dependent must be a matriculated student getting a degree or a teaching credential
- The dependent must maintain good academic standing
  - 2.0 GPA or better for undergraduate students
  - 3.0 GPA or better for graduate students
- Fee Waiver may be only used by one person at a time



## Staff

- All full-time staff (permanent, temporary & probationary)
- All part-time permanent staff
- M98 (Executive) -Full-time or part-time permanent employees, and full-time probationary employees (does not apply to temporary)
- M80 (MPP) -All full-time managers (includes temporary)
- Confidential employees (C99) -All full-time & part-time permanent; however does not apply to temporary Confidential employees



## Faculty

- All tenured and tenure-track faculty
- FERP Faculty eligible during the semesters they are actively employed
- Temporary faculty with a 3-year appointment contract
- Coaches with at least 6 consecutive years of service



## Waived

- The waiver program covers state tuition for a maximum of 2 courses or 6 units, whichever is greater, per semester or quarter; quarter applies only to CalPolySLO
- Campus Fees for Employees
- University application fee reimbursed (\$70), one time only for appropriate campus attending, must provide CalStateApply receipt
- MBA Graduate Professional Business Fees (\$270) per unit

## **Tuition Waiver not Eligible - Does not cover the following:**

Special Session or Open University courses (Summer & Winter)

\*(CPGE Spec Sess / Sum I / Sum 2 not eligible)

- Lab or Class fees
- Orientation fees
- Late Add Fees
- Out of State Tuition
- First Day Solutions



- Contact the Bursar's Office for questions related to the following topics:
  - Fees to pay after the approved Fee Waiver is applied
  - [Fees that are covered](#) or not covered by the Fee Waiver
  - [Payment due dates](#)
  - [Registration and miscellaneous fees](#)
  - [Types of reimbursements](#)

**Bursar's Office** –all fee related inquiries  
SJSU Third Party Billing Team  
Email: [student-sponsors-waivers@sjsu.edu](mailto:student-sponsors-waivers@sjsu.edu)

Website: [Bursar's Office](#)

Phone: 408-924-1601







- At the Appropriate Administrator's (manager) discretion
- State time may be used to take one (1) on-campus class per semester
- Operational needs of the unit must be met first before use of State time is granted
- Appropriate Administrator may adjust employee's schedule to accommodate class attendance
- Appropriate Administrator may require classes to be taken during non-work hours



Employees will be taxed on the amount of state tuition fees waived in the following circumstances:

<b>Eligible Participant</b>	<b>Course Level(s)</b>	<b>Tax Status</b>
CSU Employee	Undergraduate	Nontaxable
	Graduate or Credential	Nontaxable up to \$5,250
Employee's Spouse/Dependent Child	Undergraduate	Nontaxable
	Graduate or Credential	Taxable
Employee's Domestic Partner	Undergraduate	Taxable
	Graduate or Credential	Taxable



Example:

SJSU employee's graduate fees waived in 2023 total \$6,268.00

Taxation calculation

Total Value of Fees Waived	\$6,268.00
Threshold Amount	<u>\$5,250.00</u>
Total Taxable Fees	\$1,018.00
Flat tax rate	<u>x 36.25%</u>
Imputed Tax Value	<b>\$369.00*</b>

**\* Withheld from two consecutive paychecks -\$184.00 deduction each month before the end of each term. Email notices will go out to the employee to notify them as appropriate.**



- The Tuition Fee Waiver Program is a fringe benefit and as such has strict reporting requirements established by the Internal Revenue Service [Internal Revenue Code Sections 117(d), 127 and 132(d)] and the State of California Controller's Office.
- The reporting requirements state that the fringe benefit must be taxed in the calendar year in which the benefit was received.

Type	Percentage
Federal	22%
State	6.6%
Social Security	6.2% (if the employee is subject to this tax on normal wages)
Medicare	1.45% (if the employee is subject to this tax on normal wages)
<b>Total Flat Tax Rate</b>	<b>36.25%</b>



Available on our [Tuition Fee Waiver](#) website:

- [Employee Fee Waiver Application \(DocuSign\)](#)
- [Employee Dependent Fee Waiver Application \(DocuSign\)](#)
- [Employee Fee Waiver Change of Course\(s\) form \(DocuSign\)](#)



# Fee Waiver Deadlines

<b>Deadlines</b>	<b>Date</b>
First day accepting Spring 2024 applications	11/13/2023
First day the Bursar's Office begins waiving fees	11/20/2023
Last day University Personnel accepts fee waiver applications for the semester	02/19/2024
Last date for the Bursar's Office to waive fees	02/21/2024
Attending another CSU	Check with your CSU Campus
Summer/Winter deadlines	Please consult with the Fee Waiver Coordinator



# Benefits of the Program

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- Obtain a degree while you work at SJSU
- Attend any CSU to get a degree
- Career growth opportunities
- Transfer the benefit to your eligible dependent





# SJSU Fee Waiver Contacts

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**Bursar's Office** –all fee related inquiries

SJSU Third Party Billing Team

Email: [student-sponsors-waivers@sjsu.edu](mailto:student-sponsors-waivers@sjsu.edu)

Website: [Bursar's Office](#)

Phone: 408-924-1601

**Registrar's Office:**

For all registration related inquiries:

Email: [registrar@sjsu.edu](mailto:registrar@sjsu.edu)

**University Personnel:**

Michele Delfino, Fee Waiver Coordinator

408-924-1706

Email: [fee-waiver@sjsu.edu](mailto:fee-waiver@sjsu.edu)



