



---

**Dependent Currently Admitted to SFSU** (and participated within the last two semesters)

1. Each semester eligible employee completes Dependent Fee Waiver Application and forwards to Human Resources at least 15 days prior to the dependent's assigned open registration period.
2. Human Resources verifies eligibility to transfer fee waiver benefit to dependent.
3. Human Resources provides the Bursar/Cashier's Office with authorization to reduce the registration fees for the eligible dependent.
4. You or the dependent pays reduced fees (see Human Resources homepage at <http://www.sfsu.edu/~hrwww/aeiou/feewaiver.html> for specific fee information) and registers for classes in accordance with normal campus procedures and deadlines.

**Dependent NOT Currently Admitted to SFSU**

1. Dependent files an application for admission during normal campus filing period.
2. Upon notice to the dependent of admittance to San Francisco State University, the eligible employee completes steps 1 through 5 above.

**Dependent Currently Admitted to Another CSU Campus**

1. Each semester/quarter eligible employee completes and forwards Dependent Fee Waiver Application to the San Francisco State University Fee Waiver Coordinator, Human Resources.
2. Human Resources verifies eligibility to transfer fee waiver benefit to dependent.
3. Human Resources forwards form to Fee Waiver Coordinator at campus of enrollment.
4. Campus of enrollment processes fee waiver transfer request.
5. The dependent pays reduced fees and registers for classes in accordance with normal procedures and deadlines for the CSU campus.

**Dependent NOT Currently Admitted to Another CSU Campus**

1. Dependent files an application for admission during normal campus filing period. Initial payment of the application fee may differ from campus to campus and may be reimbursed upon request. (Please check directly with Fee Waiver Coordinator at campus of enrollment.)
2. Upon admittance to the CSU campus, the eligible employee completes steps 1 through 5 above.

**FOR ADDITIONAL INFORMATION,  
CONTACT THE FEE WAIVER HELP LINE AT (415) 338-2678**