



Each semester employee completes a Fee Waiver Application (See Human Resources homepage under Professional Development): https://www.sfsu.edu/~hrwww/online_forms/forms.html#aeiou. (Information is available on the Human Resources Homepage, the University's on-line Calendar and "CampusMemo" regarding current semester's information.

- Complete all requested information on the Fee Waiver Application (Human Resources Form 510-A).
- Required SFSU ID (OR SSN if participating at another CSU campus) applications cannot be processed without this data.
- Current Position/Bargaining Unit -- From drop-down menu.
- Course Choice: List alternate choice in the event first or second choice is not available or if you are taking a third course, line through Alternate and indicate 3rd course.
- Specify the day of the week and the hours of the day the course(s) is/are scheduled, i.e. T/TH 1610-1855)
- Department/Course#/Schedule#: This data is in the on-line Class Schedule.
- Specify, for each course, whether you are applying for Work Related (WORL)-- directly related to the duties assigned to your present position OR Career Development (CAREER) part of an approved Individual Career Development Plan

JUSTIFICATION: Briefly describe the content of courses listed and how the content is related to (A) the duties you are currently assigned (WORL) or (B) your Individual Career Development Plan. READ the statement portion and sign and date your application.

APPROVAL OF COURSE TIME – (to be completed by Administrator/Dean (only): Under the guidelines of the Fee Waiver Program, only a Dean/Director or other Management employee may approve Release Time or an Adjusted Work Schedule (HR Form #101--to be submitted with Fee Waiver Application) to an employee for one on-campus course per semester provided the operational needs of the department are met. Faculty members utilizing the program are required to obtain the signature/approval of the Dean authorizing this coursework will not conflict with office hours or scheduled classes.

MAKE checks payable to San Francisco State University. Include your SFSU ID (OR SSN if participating at another CSU campus) in the memo portion of the check. Attach the check to your Fee Waiver Application and take both to the Bursar/Cashier's Office window on the first floor of the Administration Building.

TOUCH TONE PHONE OR ON-LINE GATOR REGISTRATION: Eligible employees should check for their Priority Registration date/time at: <https://www.sfsu.edu/student.htm>. SFSU ID and PAC #'s are required to register.