



THE CALIFORNIA STATE UNIVERSITY  
Office of the Chancellor  
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**Date:** February 18, 2003

**Code:** TECHNICAL LETTER  
HR/Benefits 2003-04

**To:** Associate Vice Presidents/Deans of Faculty  
Human Resources Directors  
Benefit Officers

**From:** Cathy Robinson   
Assistant Vice Chancellor  
Human Resources Administration

Cordelia Ontiveros   
Senior Director  
Academic Human Resources

**Subject: Optional Systemwide Fee Waiver Form**

Human Resources is pleased to provide two systemwide fee waiver forms, which were developed in consultation with campus Human Resources staff. The purpose of these forms is to simplify the fee waiver process, especially when employment and student enrollment are at two separate campuses. Use of these forms is optional, and you may use any or all portions of the forms.

The optional systemwide fee waiver forms, for employees and their dependents, are attached and will be sent via e-mail to the campus Human Resources Directors and Fee Waiver Coordinators.

If you have any questions please contact Cordelia Ontiveros at (562) 951-4503 or Pamela Chapin at (562) 951-4414. This Technical Letter is also available on the Human Resources Administration's Web page at: <http://www.calstate.edu/HRAdm/memos.shtml>.

CR/CO/kn/pc  
Attachments

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**Distribution:**

All with Attachments

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