The California State University  
Office of the Chancellor  
400 Golden Shore  
Long Beach, CA 90802-4275  
(310) 985-2694  

Date: April 4, 1994  
To: Associate Vice Presidents/Deans of Faculty Personnel Officers  
From: Jeanne Picard, Director Academic Personnel Services Human Resources  
Subject: Unit 3/Faculty Dependent Fee Waivers  

As you are probably aware, effective with the beginning of the Fall 1994 term, a member of the faculty bargaining unit may transfer his or her fee waiver benefit entitlement to a spouse or a dependent child. (In accord with Article 26.1 of the Unit 3--Faculty Memorandum of Understanding, all tenured and probationary faculty unit employees, as well as temporary faculty unit employees with at least 6 years of full-time equivalent service in any one department, are entitled to participate in the fee waiver program.)  

In accord with the recent agreement between The California State University and the California Faculty Association, the following conditions apply to the spouse/dependent child fee waiver benefit.  

1) The spouse or dependent child must be matriculated toward a degree and the course or courses enrolled in on a fee-waiver basis must be for credit toward completion of that degree. A spouse or dependent child taking classes leading to the attainment of a teaching credential is also eligible for fee waiver enrollment.  
2) The dependent fee waiver benefit applies only to certain fees incurred by California residents. Thus, spouses and dependent children who do not meet established in-state residency requirements (and who do not qualify for classification as residents in accord with the provisions of Section 41910, California Code of Regulations) will be responsible for paying non-resident tuition charges based upon the total number of units in which they are enrolled.  
3) Campus administration must determine that space is available in a particular class before accommodating a spouse or dependent child who wishes to enroll in the class on a fee-waiver basis. Campuses are encouraged to adopt appropriate registration procedures to implement this aspect of the spouse/dependent child fee waiver agreement.  

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Other points of clarification follow.

4) Some fees which are waived for University employees under Article 26.11 of the Unit 3--Faculty MOU cannot be waived for other individuals due to statutory restrictions. For this reason, dependent fee waiver benefits apply to the following fees only:

   Application Fee
   Identification Card Fee
   Instructionally Related Activity Fee
   State University Fee (see comments below)

As is the case with faculty using fee waiver benefits, the State University Fee for dependents is waived only with respect to the two classes or six units taken on a fee-waiver basis. A faculty dependent taking CSU courses in addition to fee waiver courses shall pay the difference between the part-time State University Fee and the full-time State University Fee.

Please note that in accord with various sections of the Education Code, the Student Body Association Fee, Student Union Fee and Health Facilities Fee cannot be waived or reduced for faculty spouses or dependent children.

In addition, the Office of General Counsel has determined that duplicate degree tuition cannot be waived with regard to faculty dependents. Thus, when a faculty dependent has earned a degree equivalent to or higher than the degree to be awarded by the program in which he or she is currently enrolled, duplicate degree tuition will be collected. Finally, all other fees not mentioned in this section will be assessed at the regular rate.

5) A faculty member may transfer his or her fee waiver eligibility to one person only (either a spouse or a dependent child), regardless of whether that individual uses the full entitlement of 2 courses or 6 units identified in Article 26.2 of the faculty MOU. Thus, a faculty member may not assign 3 units of fee waiver eligibility to a son or daughter, and the other 3 units to a spouse. In this example, either the child's use of 3 units, or the spouse's use of 3 units, exhausts the faculty member's derivative fee waiver eligibility for the semester or quarter in question.

6) If both parents are members of the faculty bargaining unit, each may have a fee waiver benefit which can be conferred. Should that be the case, it is possible for one child to be the recipient of both benefits and thus become eligible to enroll in up to 4 classes, or 12 units, on a fee-waiver basis. Alternatively, each parent could give his or her benefit to a different child, and each child would be entitled to no more than 2 courses or 6 units of fee waiver eligibility.

7) In accord with Article 26.9 of the Faculty MOU, normal academic standards must be maintained in order for a spouse or dependent child to continue participating in the fee waiver program.

8) A faculty member who wishes to give his or her fee waiver benefit to a spouse or dependent child should be asked to formally transfer the benefit to the family member, and certify that the individual using the benefit is, in fact, a spouse or dependent child**. A sample form is attached to this memorandum which may facilitate the transfer/certification process.
9) Spouses and dependent children are not limited to using their dependent fee waiver eligibility at the campus where the faculty member is employed. This aspect of the spouse/dependent child fee waiver benefit may present a need for the two campuses to coordinate fee waiver enrollment procedures. To provide adequate controls on the dependent fee waiver process, the campus employing the faculty member whose benefit will be used must provide the campus where the family member will enroll with the following information:

-- verification of the faculty member's qualifying employment (i.e., service which satisfies the eligibility provisions of Article 26.1 of the Unit 3 MOU).

-- verification that the faculty member himself or herself will not be using the fee waiver benefit during the semester or quarter at issue.

-- verification that no other family member has been previously certified as eligible to use the faculty member's fee waiver benefit during the semester or quarter at issue.

The attached sample form is one suggestion regarding a vehicle for sharing this information between the two interested campuses.

10) The dependent fee waiver benefit does not extend to members of the Unit 3-Academic Related bargaining unit.

It has been suggested that a list of fee waiver coordinators for faculty and their dependents should be provided to each campus to facilitate communication in instances where a faculty member is employed at one campus, and a spouse or child wishes to enroll at a different campus. I would be pleased to compile such a list, and ask that you forward the name, title, and telephone number of the appropriate contact at your campus to me by April 15, 1994.

Questions concerning dependent fee waiver benefits may be directed to me at (310) 985-2694.

JP/1b
Attachment

**For this purpose, ‘dependent child’ is defined in the same manner as that term is used for other CSU benefit programs, namely: (1) your child or stepchild under age 23 who has never been married; (2) a child living with you in a parent-child relationship who is economically dependent upon you, under age 23 and has never been married; (3) your child or stepchild age 23 or above who is incapable of self-support due to a disability which existed prior to age 23.
Fee Waiver for Faculty Dependents

1. This section is to be completed by the faculty member and returned to the local fee waiver coordinator.

   Name of Faculty Member
   Department
   Campus
   Telephone Number

   I wish to transfer my fee waiver eligibility, as provided in the Faculty Memorandum of Understanding, to my spouse or dependent child noted below. I understand this transfer prohibits my personal use of fee waiver benefits during the period indicated.

   Name of Dependent
   Social Security Number**
   Relationship
   Enrollment Period (term/year)
   Campus of Enrollment

   I certify that the individual noted above is my legal spouse or dependent child (as that term is defined below).

   ________________________________
   Signature

2. This section is to be completed by the local fee waiver coordinator and, when necessary, forwarded to the campus where the dependent will enroll.

   The faculty member noted above is eligible to participate in the fee waiver program and thus may transfer fee waiver eligibility to a dependent. The faculty member noted above has not transferred his or her fee waiver eligibility to any other dependent for the period noted.

   ________________________________
   Signature of Local Fee Waiver Coordinator
   Telephone Number

   cc: Faculty Member

Note: ‘dependent child’ is defined as (1) your child or stepchild under age 23 who has never been married; (2) a child living with you in a parent-child relationship who is economically dependent upon you, under age 23 and has never been married; (3) your child or stepchild age 23 or above who is incapable of self-support due to a disability which existed prior to age 23.

**The social security account number is required of those who wish to participate in the Unit 3—Faculty Dependent Fee Waiver program. The number will be used as a common identifier for course enrollment and related purposes. Authority for such use is contained in Title 5 of the California Code of Regulations.
The California State University
Office of the Chancellor
400 Golden Shore
Long Beach, CA 90802-4275
(310) 985-2694

Date: May 11, 1994
To: Associate Vice Presidents/Deans of Faculty
Personnel Officers

From: Jeanne Picard, Director
Academic Personnel Services
Human Resources

Subject: Unit 3/Faculty Dependent Fee Waivers

It was suggested to me that a list of campus fee waiver coordinators for faculty and their dependents be distributed in order to facilitate communication in instances where a faculty member is employed at one campus, and a spouse or child wishes to enroll at a different campus. That list has been compiled and is attached for your information.

Please contact me at (310) 985-2694 should you need to report a change in the information noted for your campus.

JP:dd
Attachment

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Business Managers
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CSU Faculty Fee Waiver Coordinators
May 1994

CSU, Bakersfield
Mark Murie
Personnel Services
(805) 664-3203

CSU, Los Angeles
Daniel Thomas
(alternate: Olga Burt)
Human Resource Management
(213) 343-3651

CSU, Chico
Ingrid Cordes
Personnel Office
(916) 898-6435

CSU, Northridge
Carol Hallenbeck
Personnel & Employee Relations
(818) 885-2290
after 6/15/94: (818) 885-2173

CSU, Dominguez Hills
Allene Quarles
Personnel Services
(310) 516-3530

CSU, Pomona
Louise Wilson
Personnel Services
(909) 869-3232

CSU, Fresno
Edward Varela
Human Resources
(209) 278-2032

CSU, Sacramento
Kim Harrington
Faculty and Staff Affairs
(916) 278-6327

CSU, Fullerton
Janan Zonker
Faculty Affairs and Records
(714) 773-2125

CSU, San Bernardino
Karen Logue
Human Resources
(909) 880-5138

CSU, Hayward
Arlene Reiff
Human Resources
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San Diego State University
John Huegel
Personnel Services
(619) 594-2449

Humboldt State University
Pat Vanderklis
Academic Affairs
(707) 826-5483

San Francisco State University
Marcia Allsopp
Human Resources
(415) 338-1545

CSU, Long Beach
Donna Johnson
Academic Affairs/Academic Personnel
(310) 985-7667

San Jose State University
Lilly Martinez
Faculty Affairs
(408) 924-2452

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CSU Faculty Fee Waiver Coordinators

CPSU, San Luis Obispo
Joan Lund
Human Resources
(805) 756-6563

CSU, San Marcos
Deborah Coronado
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(619) 752-4426

Sonoma State University
Barbara Kelley
Human Services
(707) 664-2166

CSU, Stanislaus
E. Lorraine Johnson
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(209) 667-3401