

**BOISE STATE UNIVERSITY – HUMAN RESOURCE SERVICES**  
**REQUEST TO ATTEND CLASSES WITH WAIVER OF FEES**

**\$50.00 LATE FEE ASSESSED FOR FEE WAIVERS RECEIVED AFTER THE DEADLINE**

**Fee Waiver Deadlines: Intersession 2009 - December 10, 2009  
Spring 2010 - January 7, 2010**

Please Check:     Classified     Spouse  
                           Faculty         Spouse  
                           Professional  Spouse  
                           Emeriti         Spouse

Please check type of application:  
 Original: \_\_\_\_\_ Revision: \_\_\_\_\_

Student ID#: \_\_\_\_\_

\_\_\_\_\_ Semester \_\_\_\_\_ Year

Student's Name: \_\_\_\_\_  
 (Please Print)

**Employees must provide the following information:**

1. Normal assigned working hours for position: (ex: Mon, Tues, Wed, Thurs, Fri – 8 a.m. to 5 p.m.)  
 \_\_\_\_\_

2. If taking class during working hours, please provide your revised work schedule.  
 \_\_\_\_\_

Subject & Catalog Number Ex: ENGL 101	University Attending* (ex. BSU)	Title of Class	Number of Credits	Time of Class (MWF 11:40-12:30)

\*Complete a separate fee waiver for each institution you are attending.

\*A fee waiver cannot be processed until the student has completed the admissions process.

The employee signing this request certifies that s/he has read the Fee Waiver Policy as printed on the reverse side of this form and authorizes Human Resource Services to access information related to enrollment records at Boise State University.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Employee Name: \_\_\_\_\_ SSN: \_\_\_\_\_ ID#: \_\_\_\_\_

Department: \_\_\_\_\_ Ext.: \_\_\_\_\_ Hire Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Required if employee is taking classes during working hours.)

Dean or Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Required if employee is taking classes during working hours.)

State Board Affiliate Agency: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Spouse's Fee Waiver:  Yes  No  
 Supervisor's Signature or Affiliate Approver: \_\_\_\_\_ Date: \_\_\_\_\_

It is your responsibility to provide ALL of the above information. Failure to do so will delay processing of the fee waiver.

**HRS OFFICE USE ONLY:**                       Approved \_\_\_\_\_                       Disapproved \_\_\_\_\_

## FEE WAIVER POLICY

- A. All Boise State University employees in **PERMANENT** positions and the spouses of such employees may register for instructional courses during any academic period. Boise State University waives all costs except for a \$20.00 **non-refundable** registration fee per semester and a \$5.00 per credit hour charge. Following are exceptions:
1. Courses funded by local, state or federal grants
  2. Special workshops
  3. Classes conducted for which fees are being directly applied to compensate instructors, such as applied music, art, etc.
  4. Correspondence courses
  5. Noncredit and personal enrichment programs
- This policy applies to day, as well as extended day and graduate courses, whether taken for credit or audit. The Director of Human Resource Services must approve any exceptions to this policy in advance.
- B. Employees and Spouses may apply the fee waiver towards a maximum of nine (9) credit hours per semester. Credits taken during Intersession and Spring are combined for a total of nine (9) credits.
- C. The matriculation/application fee is waived for permanent employees and their spouses.
- D. The employee, with written approval of their supervisor and dean or director, may either take **ONE COURSE PER WEEK** during regularly scheduled working hours OR during the lunch hour. Time spent in class must be made up within the same 40-hour week or charged to annual leave unless the course is job related.
- E. Emeriti employees of Boise State University and their spouses are eligible for the fee waiver program.
- F. Spouses of deceased employees are eligible for a fee waiver. They must obtain the appropriate forms from Human Resource Services. Benefits are no longer effective upon remarriage.
- G. Employees on leave without pay status (except for medical leave) are not eligible for the fee waiver benefit. Nine or ten month employees or their spouses may take courses during the summer sessions, provided the employee has an employment contract for the following fall session and has worked the previous semester.
- H. An employee and/or spouse of an employee who enrolls with a waiver of fees for eight or more credits will receive a "part-time" activity card.
- I. If an employee and/or spouse of an employee enrolls with a waiver of fees and the employee subsequently resigns or terminates her/his employment prior to the end of the first eight weeks of classes, the employee and/or spouse must then pay the full amount of fees required for the enrollment. Summer school would be covered by this same regulation, with full fees required if resignation or termination occurs prior to halfway through the session.
- J. Fee waivers apply to those individuals whose employment begins prior to the beginning of the semester.
- K. An employee enrolled with a waiver of fees is eligible to utilize on-campus Health, Wellness and Counseling Services (HWC). These employees have access comparable to part-time students and are similarly responsible for paying the health fee equivalent when services are initially accessed each semester. These employees are not eligible to enroll in the Student Health Insurance Plan (SHIP). Spouses of these employees are not eligible to access either HWC or enroll in SHIP.
- L. An employee who makes any changes at registration or during drop/add to the classes she/he intends to take (i.e. night to day classes, adding classes, etc.) must complete a revised fee waiver form and submit it to Human Resource Services for approval and processing.
- M. An employee who violates the fee waiver policy will be asked to make the appropriate changes to comply with the policy and will also be denied the use of the fee waiver for her/him and their spouse for the following semester.
- N. The Idaho Institutions of Higher Education offer fee waiver reciprocity according to each institution's policy.
- O. Taxes for graduate classes taken by spouses will be taken out of the employee's paycheck on the last 5 pay periods of the semester. Effective 01/01/02, graduate classes for employees are not taxable.
- P. A **\$50.00 late fee** will be assessed for all fee waivers received in Human Resource Services after the deadline. The fee is non-refundable and will be applied directly to the student's BroncoWeb account.