



STAFF FEE WAIVER FORM
(COS Administrative Procedure 7280)

Use this form when requesting a staff fee waiver for taking COS classes, regardless if the class is work-related or not. Part-time employees may enroll in one course or up to three units, whichever is greater.

Submit a separate form for each class **within one month of the course start date**. Employees are responsible for any non-waivable transit fees, material fees and/or non-resident fees.

Name: _____

Date: _____

Banner: _____

Full-Time Employee

Part-Time Employee

Department: _____

Course Number: _____

Day/Time: _____

Fall **Spring** **Summer**

Work Related? **Yes** **No**

If the class is work-related (aligned essential job functions) and you request release time, specify the time range (e.g., 10:00 a.m. - 11:00 a.m.) and total duration, including travel. Note if any class time overlaps with your lunch hour.

Only successfully completed courses are eligible for fee waivers; fees will not be waived for a “W,” “D,” “F,” or “NC” grade, and employees will cover all costs.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Supervisor Approval for release time from work: **Yes** **No** **Does not apply**

Office Use Only

- Final grade received
- Fee waiver processed
- Employee did not successfully complete the course and will be billed

_____ Processor's initials

**STAFF FEE WAIVER PROGRAM
PROCEDURES**

1. The employee completes a Staff Fee Waiver form and submits the form to their immediate supervisor within one month of the course starting.
2. If applicable, the supervisor approves/disapproves requested work release time for work-related courses and signs the form.
3. The Staff Fee Waiver form is forwarded to the Dean of Human Resources.
4. The Dean of Human Resources submits the Staff Fee Waiver form to the Accounts Receivable Office for processing of the fee waiver.
5. If the course is successfully completed, enrollment fees will be waived or reimbursed to the employee if the employee paid enrollment fees prior to submitting the "Staff Fee Waiver Program" form. If the course is not successfully completed, the employee will be required to reimburse the District.
6. Please refer to AP 7280 for additional guidance.