



HUMAN RESOURCES
MANAGEMENT

Continuing Students - Fee Waiver Program

- Obtain a copy of the Schedule of Classes for each semester as soon as it is available in the University Bookstore
- Complete the Faculty and Staff Fee Waiver Form available at Payroll Services and Benefits Office.
- Complete the Career Development Plan if courses to be taken are career-related. Attach a list of the course work which you expect to complete. A Career Development plan must be completed every semester. This form is available at the Payroll Services and Benefits Office
- Submit complete and approved Faculty and Staff Fee Waiver Form and Career Development Form (if applicable) directly to Payroll Services and Benefits Office located in WH-478.