



## Workday Fee Waiver Application Process

---

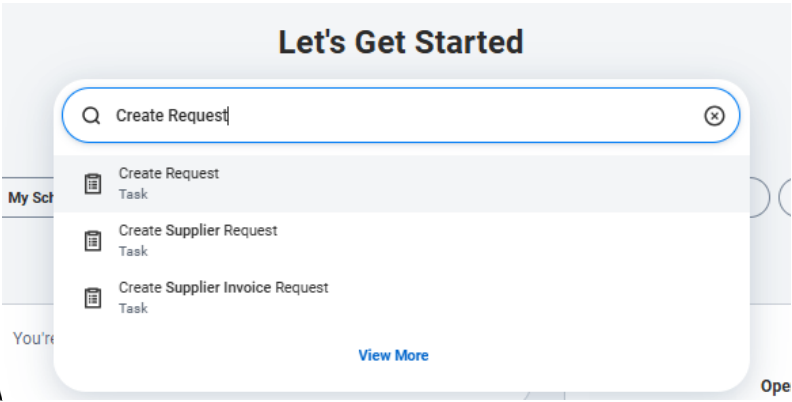
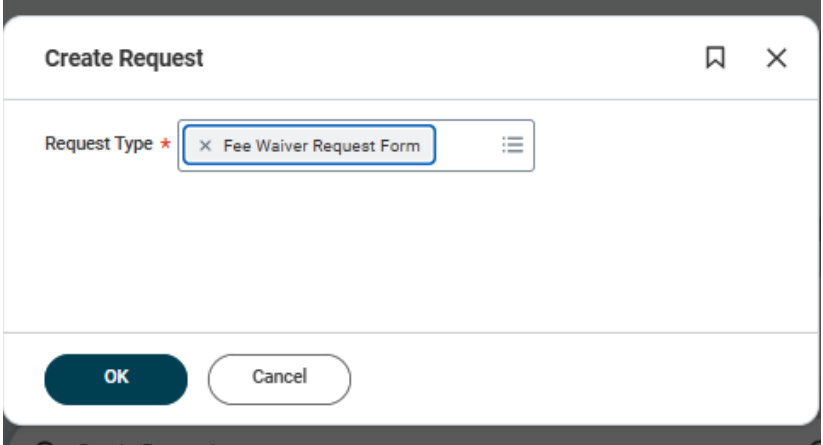
**Purpose** This quick reference guide (QRG) covers how to submit an employee fee waiver for themselves or a spouse/dependent for CSCC classes through Workday.

---

**Overview** Workday allows employees to submit fee waivers for themselves or a spouse or dependent to cover the cost of CSCC courses.


---

**Workday Fee Waiver Application Process**

Step	Action
1.	<p>In the search bar type “Create Request”. Select the report with the same title.</p>  <p>Note: You can select the Create Request Task from the drop-down menu or select Create Request on the next screen.</p>
2.	<p>In the Create Task screen enter Fee Waiver Request Form.</p> 

## Workday Fee Waiver Application Process

### Workday Fee Waiver Application Process, continued

Step	Action
3.	<p>If submitting a fee waiver for a spouse or dependent search for their name under “On Behalf Of” field.</p> <hr/> <p>In the <b>On Behalf Of</b> field, enter the name of the person for whom you are submitting the fee waiver request.</p> <p>On Behalf Of <input data-bbox="732 436 1068 489" type="text"/></p>
4.	<p>Enter the information for each question including:</p> <ul style="list-style-type: none"> <li>Relationship to the student</li> <li>New or revised fee waiver</li> <li>Employment Status</li> <li>Acknowledgement of Fringe Benefit Policy 3-08(G)</li> <li>Student enrolled in CCP</li> <li>Semester</li> </ul>  <p>The screenshot shows a series of questions with radio button options:</p> <ul style="list-style-type: none"> <li>Question 1: "Is the student your spouse or dependent?" with options: <input checked="" type="radio"/> Yes, <input type="radio"/> Spouse, <input type="radio"/> Child.</li> <li>Question 2: "Is this a new or revised fee waiver request?" with options: <input checked="" type="radio"/> Yes, <input type="radio"/> Revised.</li> <li>Question 3: "Is the student currently employed by the University?" with a dropdown menu for "Select an employer" and a "Select an employer" button.</li> <li>Question 4: "Do you acknowledge and agree to the University's Fringe Benefit Policy 3-08(G)?" with options: <input checked="" type="radio"/> Yes, <input type="radio"/> No.</li> <li>Question 5: "Is the student currently enrolled in the CCP program?" with options: <input checked="" type="radio"/> Yes, <input type="radio"/> No.</li> <li>Question 6: "Has the student been or are you pending this waiver?" with a dropdown menu for "Select an answer".</li> </ul>

## Workday Fee Waiver Application Process

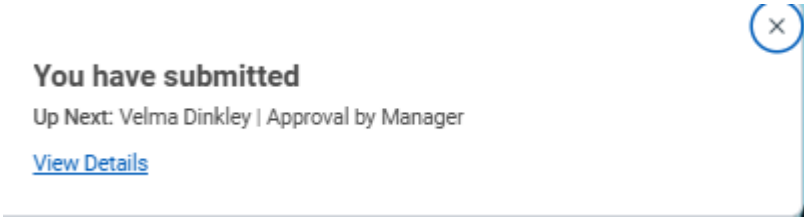
### Workday Fee Waiver Application Process, continued

Step	Action
5.	<p>Enter the courses in which the fee waiver will be applied. Use the following format:</p> <ul style="list-style-type: none"> <li>• Course Subject, Number and Section (ENGL 1101 001)</li> <li>• Course Title (Example: Composition I)</li> <li>• Day(s) &amp; Time(s) Offered (Example: MWF 9:00-9:50am)</li> <li>• Credit Hours (Example: 3 Credits)</li> </ul> <hr/> <p>Enter ALL of the following information for your course request.</p> <ul style="list-style-type: none"> <li>• Course Subject, Number, and Section (example: ENGL 1100 001)</li> <li>• Course Title (example: Composition I)</li> <li>• Day(s) &amp; Time(s) Offered (example: MWF 9:00-9:50am)</li> <li>• Credit Hours (example: 3 credits)</li> </ul> <p>(Required)</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">       Math 1099 W08L        Bridge to College Math        Tuesdays 5:00-7:00PM     </div> <hr/> <p>If you would like to include a second course in this waiver request please enter ALL of the following course information.</p> <ul style="list-style-type: none"> <li>• Course Subject, Number, and Section (example: ENGL 1100 001)</li> <li>• Course Title (example: Composition I)</li> <li>• Day(s) &amp; Time(s) Offered (example: MWF 9:00-9:50am)</li> <li>• Credit Hours (example: 3 credits)</li> </ul> <div style="border: 1px solid #ccc; padding: 5px;">       Psy-1100 W05        Intro to Psychology        Online     </div>
6.	<p>Once all fields are complete click "Submit".</p> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p>Have you previously used a Columbus State fee waiver for any of the courses you're registered for this semester? (Required)</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> </div> <p>enter your comment</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <input type="text"/> </div> <p><b>Attachments</b></p> <div style="border: 1px dashed #ccc; padding: 10px; margin-bottom: 10px;"> <p style="text-align: center;">Drop files here</p> <p style="text-align: center;">or</p> <p style="text-align: center;"><a href="#">Select files</a></p> </div> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 2px solid red; padding: 2px 5px; font-weight: bold;">Submit</div> <div><a href="#">Save for Later</a></div> <div><a href="#">Cancel</a></div> </div>

## Workday Fee Waiver Application Process

---

### Workday Fee Waiver Application Process, continued

Step	Action
7.	<p>You will receive a message when the fee waiver is submitted and it will be routed to the supervisor for approval.</p>  <p>The screenshot shows a notification box with a close button (X) in the top right corner. The text inside the box reads: "You have submitted" in bold, followed by "Up Next: Velma Dinkley   Approval by Manager" and a blue link "View Details".</p>

**IMPORTANT**

Employees must submit Fee Waiver requests through Workday. When submitting a Fee Waiver on behalf of a spouse or dependent, the employee should use the “On Behalf Of” search field referenced in Step 3 of the process to select the appropriate individual.

Once a spouse or dependent Fee Waiver is initiated in Workday, the request is routed to the spouse or dependent for review. The spouse or dependent must log in to Workday, access the Fee Waiver from their “My Tasks” inbox, verify that all information is accurate, and submit the request. The Fee Waiver will then be routed to Human Resources for approval.

If the Fee Waiver is incomplete or contains incorrect information, it may be denied or returned for correction. If the request is returned, the employee must update the information and resubmit the Fee Waiver. The request will then be routed back to the spouse or dependent, who must review and resubmit it before it can proceed to Human Resources for approval.

If you have additional questions, reach out to the Fee Waiver inbox at [feewaiver@csc.edu](mailto:feewaiver@csc.edu).

## Document Statistics

---

**Copyright** Columbus State Community College

---

**Publishing Data**

Document Type	QRG
Document Location	
Content Owner	Organizational Development and People Analytics

---

**Revision History**

Version #	Date	Nature of change
1	5/27/26	<b>Summary:</b> New Document <b>SMEs:</b> Danette Vance, Tony Inskeep <b>Author:</b> Dustin Iacovone

---