

# Farmingdale State College

State University of New York

## EMPLOYEE FEE WAIVER REQUEST

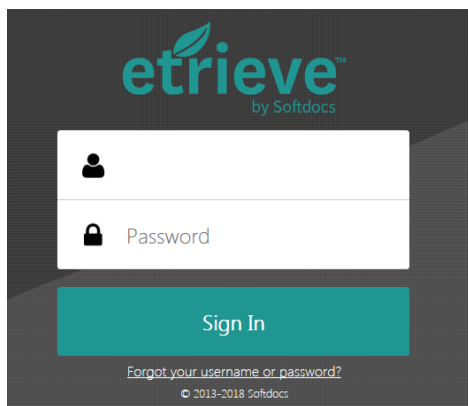
All full-time employees of Farmingdale State College (FSC) and the Research Foundation (RF) at FSC may be eligible for a waiver of certain broad based fees. These include the Student Activity, Intercollegiate Athletic, Health Service and Recreation Fees only.

Employees seeking a fee waiver must obtain employment verification from Human Resources **each** semester. Employees requesting a fee waiver must submit the Employee Fee Waiver Request Form to Human Resources within 30 days of the first day of the semester. Human Resources will deny requests received after this date.

Access the **Employee Fee Waiver Request Form** at <http://forms.farmingdale.edu>.

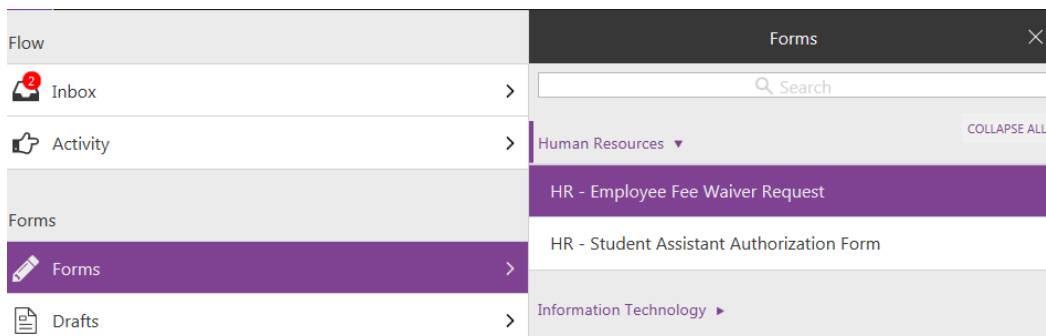
Note: etrieve by Softdocs recommends that you use Google Chrome.

Login to the **etrieve by Softdocs** system by entering the same username and password used to log into your Farmingdale email account.



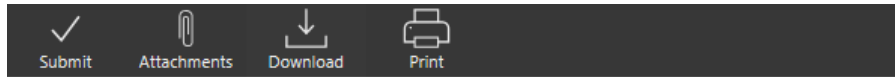
Once logged in, click on **Forms** to open the menu of available forms.

Select **HR – Employee Fee Waiver Request**.



The form will open with your name and Farmingdale email address auto filled.

Enter all required information and click the **Submit** button at the bottom of the screen.



When you click Submit, the etrieve system will automatically send the form to the applicable Human Resources department for confirmation of eligibility.

- If Human Resources denies your request, or needs additional information, you will receive an email from the Human Resources department.

Human Resources will send approved forms to Student Accounts for confirmation of eligibility.

- If Student Accounts denies your request, or needs additional information, you will receive an email from the Student Accounts department.
- If approved, Student Accounts will post the waivers to your account.

Once you have submitted the form, you can track the progress in etrieve Central by selecting **Activity**.

