

## REDUCED FEE ENROLLMENT

_____	_____	_____
Last Name	First Name	Middle Name
_____		_____
UCID	School or Department	

### ACADEMIC APPOINTEE CERTIFICATION

*One form per year must be submitted to Office of the Registrar*

Fall Quarter \_\_\_\_\_ Winter Quarter \_\_\_\_\_ Spring Quarter \_\_\_\_\_ Summer Session \_\_\_\_\_

I am an academic appointee with the University. In the quarter(s) indicated above, my units will not exceed the total units allowed by UC Personnel Policies for Staff Members 51.

\_\_\_\_\_  
Academic Appointee Signature Date

\_\_\_\_\_  
Payroll Title Title Code

\_\_\_\_\_  
Academic Personnel Office (Print Name & Sign) (Bonnie.Johnson@ucsf.edu) Date

### STAFF EMPLOYEE CERTIFICATION

*One form per quarter must be submitted to Office of the Registrar*

Applicable Quarter \_\_\_\_\_

I am a regular employee in a career position with the University. In the quarter indicated above, my units will not exceed the total units allowed by the personnel policy that applies to my employment.

\_\_\_\_\_  
Staff Employee Signature Date

\_\_\_\_\_  
Payroll Title Title Code

\_\_\_\_\_  
Human Resources Office\* (Print Name & Sign) Date

UC Personnel Policies for Staff Members 51: A regular status employee who meets the admission requirements of the University is eligible for two-thirds reduction of both the Student Services Fee and Tuition when enrolled in regular session courses of up to nine units or three courses per quarter, whichever provides the greater benefit to the employee. UCSF provides this benefit in summer session by reducing the Registration Fee by two thirds. Through **spring 2026**, regular status employees in eligible titles will receive this benefit when they enroll in courses of up to 12 units or four courses per quarter, whichever provides the greater benefit to the employee. The list of eligible titles is available at: <http://registrar.ucsf.edu/registration/reduced-fee-enrollment>.

Full fees will be assessed when an eligible employee's enrollment exceeds both nine units and three courses (or, for employees in eligible titles, both 12 units and four courses).

Employees who are eligible to receive reduced fees under this policy are not eligible to receive an additional reduction in fees under the Policy and Procedures Concerning Part-Time Study. The reduced fee enrollment provision does not include access to student services and facilities provided through the Student Services Fee, which includes but is not limited to the Counseling Center, gymnasiums, or the Student Health Services, unless the employee is otherwise entitled to them.

\* Medical Center Employees: hrofficecoordinator@ucsf.edu; Campus Staff Employees: Ellen.Loyd@ucsf.edu

*File this form by the published deadline and **before** you pay your fees. We will not refund overpayments.*