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) (3333 California St., Ste. 101, Box 0652; Fax: 415-476-5989) 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 2024, 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, gymnasiuums, or the Student Health Services, unless the employee is otherwise entitled to them.

* Medical Center Employees: 3360 Geary Boulevard, Suite 301; Campus Staff Employees: 3333 California Street, Suite 330

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