

REDUCED FEE ENROLLMENT APPLICATION

Please complete the information requested below, obtain department approval and mail to:

Edna Arellano
Human Resources
Mail Code: 3160

PLEASE NOTE: A separate application must be completed for each quarter. This application must be received in Human Resources no later than 15 calendar days after instruction begins for the quarter.

DATE: _____

QUARTER: Fall Winter Spring YEAR: _____

NAME: _____ PAYROLL TITLE: _____

DEPARTMENT: _____ CAMPUS PHONE: _____

EMAIL ADDRESS: _____ PERM #: _____

I request to enroll in the courses listed below:

Course Title & Number	Days & Hours	Units
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total number of courses: _____ Total units: _____

I UNDERSTAND THAT MY ELIGIBILITY FOR REDUCED FEE ENROLLMENT IS BASED ON THE FOLLOWING:

- I am a Career Staff employee and have completed my probationary period as of the quarter's Instruction Begin date.
- I have been admitted as a regular session student to the University of California.
- I am enrolling in regular session courses totaling no more than nine (9) units or three (3) courses, whichever provides the greater benefit, and I understand that if my total enrollment for this term exceeds the above limits, a BARC charge for the *full* fee amount for this quarter will be issued against my account.

Employee Signature

Date

DEPARTMENT APPROVAL:

Department Approval Signature

Date

Name (Please print)

Title

HR OFFICE USE ONLY:

Authorized by: _____

Date: _____