

# UCI Division of Continuing Education

## REDUCED FEE APPLICATION

### UC Employees – 25% Discount

#### WHO MAY APPLY

- Current UC Faculty and Staff

#### HOW TO APPLY

- Complete both sides of this form
- Present form to the UCI Division of Continuing Education Student Services Office:
  - Fax to (949) 824-2090
  - Mail in the request. Our mailing address is UCI Division of Continuing Education Student Services Office, PO Box 6025, Irvine CA 92616-6025.
- Fee must be paid at the time of registration. You will be contacted once you have been registered.

#### ENROLLMENT POLICY

Enrollment for students applying for a 25% reduced fee in course fees will be processed, **space permitting**, just prior to the start date of the class. Full paying students are always given priority in the enrollment process. The student or department may choose to pay the full fee to guarantee a space in the class, with the option of requesting a 25% refund of fees if the class does not reach its enrollment capacity. The request for a 25% refund must be initiated by the student within one week of the start date of the class. Course with materials fees may not be eligible under the reduced fee program.

UCI Continuing Education reserves the right to exclude from this arrangement certain programs such as Concurrent Enrollment, Clear Induction Administrative Services Credential, Preliminary Administrative Services Credential, Clinical Research, Culinary Arts, Montessori Teacher Education, Post Bacc Programs, Reading Certificate, Summer Session, Water Energy Nexus, Technology Bootcamp, CFP Review, CPA Review, Test Prep and other on campus computer lab courses. NOTE: Wealth That Lasts is only eligible for the UCI Employee 25% discount.

#### Please choose one of the following enrollment options:

1. Enroll at the full fee to secure a space in the class.

If the class does not fill, the employee is eligible for a 25% refund of course fees. The employee **must** contact the Student Services Office one week after the class start date to initiate the refund process. **No refunds will be processed after this time.**

2. Wait until the class start date for an available opening at the 25% fee.

Enrollment for students applying for a 25% reduction in course fees will be processed, **space permitting**, just prior to the start date of the class. Full paying students will be given priority over employees requesting a 25% fee reduction.

***I have read the above policy and agree to the terms and conditions for the option which I have indicated above.***

**Employee Signature** \_\_\_\_\_

For questions, call the Student Services Office at (949) 824-5414 or email us at [dce-services@uci.edu](mailto:dce-services@uci.edu)

# REDUCED FEE APPLICATION

## UC EMPLOYEE – 25% DISCOUNT

TO BE COMPLETED BY APPLICANT (please print or type)

OFFICE USE ONLY:
YR/QTR _____
DATE _____
PROCESSED BY _____

### INDICATE EMPLOYMENT STATUS:

Faculty  Staff  Career  Casual

FIRST NAME \_\_\_\_\_ MI \_\_\_\_\_ LAST NAME \_\_\_\_\_

CAMPUS DEPARTMENT & LOCATION \_\_\_\_\_ DCE Student ID# \_\_\_\_\_

JOB TITLE \_\_\_\_\_ UC EMPLOYEE ID# \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_ BIRTH DATE \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

EMAIL \_\_\_\_\_ If you have a DCE My Account Login, should we update with this email?

\* Please select preferred means of phone contact:

HOME  CELL  WORK

REG# \_\_\_\_\_ DEPT/COURSE# \_\_\_\_\_ START DATE \_\_\_\_\_

HOW DID YOU OBTAIN COURSE INFORMATION:  MAGAZINE  WEB  OTHER

### PAYMENT SECTION:

**FEE RECHARGED TO DEPARTMENT:**

AMOUNT TO BE RECHARGED  75% \$ \_\_\_\_\_ OR  100% \$ \_\_\_\_\_

***I certify that the applicant named above is a UC employee.***

ACCOUNT NAME \_\_\_\_\_

CHART UC CAMPUS (write in campus name) \_\_\_\_\_

OBJECT \_\_\_\_\_ KFS ACCOUNT# \_\_\_\_\_ PROJECT (optional) \_\_\_\_\_

DEPT HEAD NAME (PRINT) \_\_\_\_\_ DEPT HEAD SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**FEE PAID BY STUDENT:**

AMOUNT TO BE PAID  75% \$ \_\_\_\_\_ OR  100% \$ \_\_\_\_\_

**PAYMENT OPTION:**

- Cash  Check ~ MADE PAYABLE TO "UC REGENTS"  
 MasterCard  Visa  American Express

**Course fee must be paid at the time of registration. You will be contacted for payment once you have been officially registered for the course. Please provide us with the best email address to contact you if it is different than the one listed above.**

EMAIL ADDRESS \_\_\_\_\_ DATE \_\_\_\_\_