

UCI Division of Continuing Education

REDUCED FEE APPLICATION

UC Employees

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
 - Drop your form off in person. Our office is open Monday through Friday between 8:30am and 4:30pm. Our office is located at UC Irvine Extension Building D (#234 on the campus map).
 - Mail in the request. Our mailing address is UCI Division of Continuing Education Student Services Office, PO Box 6025, Irvine CA 92616-6025.

▪ 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, Summer Session, Clear Induction Administrative Services Credential, Clear Administrative Services Credential, Clinical Research, Comparative Effectiveness, PostBacc, Culinary Arts, CFP Review, Reading Certificate, Montessori Teacher Education, Test Prep and other on campus computer lab courses.

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

REDUCED FEE APPLICATION

UC Employees

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

TO BE COMPLETED BY APPLICANT (please print or type)

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 _____

* Please select preferred means of phone contact:

HOME CELL WORK

REG# _____ DEPT/COURSE# _____ START DATE _____

HOW DID YOU OBTAIN COURSE INFORMATION: CATALOG WEB OTHER

PAYMENT SECTION:

FEE RECHARGED TO DEPARTMENT:

AMOUNT TO BE RECHARGED 25% \$ _____ 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 25% \$ _____ OR 100% \$ _____

PAYMENT OPTION:

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

ACCOUNT NUMBER _____ EXP (MONTH/YEAR) _____

CARDHOLDER NAME _____

BILLING ADDRESS _____

AUTHORIZING SIGNATURE _____ DATE _____