

UCI Division of Continuing Education

REDUCED FEE APPLICATION – UCI 25% Discount Family

WHO MAY APPLY

- Current UCI and UCIMC Faculty/Staff family members.

HOW TO APPLY

- Complete both sides of this form.
- Submit form to the UCI Division of Continuing Education (DCE) Student Services Office:
 - Email to dce-services@uci.edu.
 - Return by intercampus mail to: UCI DCE Student Services – Zot 5700
 - Fax to (949) 824-2090
- Course fee must be paid at the time of registration. You will be instructed to pay via your DCE web account. If you do not have a DCE web account, please create one at <https://ce.uci.edu/courses/secure/login.aspx>. If you are uncertain if you have an account, were enrolled in a DCE course before, or were a former UCI student, please contact us and we can verify if you have an existing account

ENROLLMENT POLICY

Enrollments are processed, **space permitting**, just prior to the start date of the class. Full paying students always have priority in the enrollment process. The student may choose to pay the full fee to guarantee a space in the class, with the option of requesting a 25% refund 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.

DROP & REFUND POLICY

Drop requests may be submitted any time before the final class meeting. Non-attendance or failure to drop a course before the last class meeting may result in a failing grade. To be eligible for a refund, your drop request must be received on or before the refund deadline for the course. Please refer to your enrollment confirmation for the course specific refund deadline. For more information on how to drop a course, please visit our web site at <https://ce.uci.edu/resources/registration/drops/>.

UCI Continuing Education reserves the right to exclude from this arrangement certain programs such as Concurrent Enrollment, Clear Induction Administrative Services Credential, Coursera, Preliminary Administrative Services Credential, Clinical Research, CLS/MT Training Program, Montessori Teacher Education, Post Bacc Programs, Reading Certificate, Summer Session, Water Energy Nexus, Technology Boot Camp, CFP Review, CPA Review, Test Prep, Wealth That Lasts , and Accelerated Technology programs.

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 family member is eligible for a 25% refund of course fees. The student **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 are processed, **space permitting**, just prior to the start date of the class. Full paying students are 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 _____

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

TO BE COMPLETED BY APPLICANT (please print or type)

INDICATE EMPLOYEE STATUS:

Faculty Staff Career Other _____

EMPLOYEE LAST NAME	MI	EMPLOYEE FIRST NAME:
EMPLOYEE EMAIL		UCI EMPLOYEE ID#
EMPLOYEE TITLE		CAMPUS DEPT/LOCATION

STUDENT FIRST NAME MI STUDENT LAST NAME

DCE STUDENT ID# When you log-in to your DCE Account at ce.uci.edu, the ID# is to the right of your name. (AKA Reference #).

DATE OF BIRTH

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

Social Security Number: If you will need a 1098T for tax purposes, please log into your account and update.

* Please select preferred means of student phone contact:

CELL	WORK
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COURSE SELECTION:

REG# DEPT/COURSE # START DATE

COURSE NAME:

HOW DID YOU OBTAIN COURSE INFORMATION: MAGAZINE WEB OTHER

FEE PAID BY STUDENT:
AMOUNT TO BE PAID 75% \$ OR 100% \$
PAYMENT OPTION: Credit Card
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