

UC Davis Personnel Policies for Staff Members

Employee Development

Section 51, Reduced Fee Enrollment

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Responsible Department: Human Resources

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Exhibit A, Employee-Student Reduced Fee Authorization

51.A. GENERAL

Note 1--Eligibility. To participate in the reduced fee program, an eligible employee must have applied and been admitted to the University.

Note 2--Time Limits. The Employee-Student Reduced Fee Authorization form (see Procedure 51.1, below) must be filed with the University Registrar by the tenth day of instruction.

Note 3--Financial Aid. Employee-students receiving financial aid must advise the Financial Aid Office of their entry into the reduced fee program.

Note 4--Over-enrollment. Employee-students who are enrolled in more than 9 units or 3 courses must drop down to 9 units or 3 courses by the tenth day of instruction. After the tenth day of instruction, full fees will be billed when an employee-student's enrollment exceeds both 9 units and 3 courses.

Note 5--UC Davis Extension. The reduced fee program does not cover UC Davis Extension courses. However, UC Davis Extension offers a separate 20% fee discount to UCD employees for courses taken through UC Davis Extension or the UC Davis Extension Open Campus program. For further information, contact UC Davis Extension at (530) 757-8777.

Note 6--Summer Sessions. The reduced fee program does not cover Summer Session courses. However, Summer Sessions offers a separate reduction in fees to career staff employees. For further information and to obtain the application form, contact Summer Sessions at (530) 757-3305.

Note 7--Further Information. Information on the UC Davis application process is available from the Admissions Offices. Information about the fee reduction program is available through campus Staff Development and Professional Services, UCDHS Training & Development, and the University Registrar.

UCD PROCEDURE 51.1--REDUCED FEE ENROLLMENT

The employee-student must follow these procedures for each quarter or semester of enrollment in regular session UC Davis courses.

- a. The employee makes a request to his/her supervisor, using the Employee-Student Reduced Fee Authorization (Exhibit A).
- b. The supervisor reviews the request. If approved, the supervisor checks the box for the applicable work schedule changes and signs the form. A copy should be kept in the department personnel file.
- c. The supervisor (campus) or Training & Development (UCDHS) verifies that the employee's

appointment meets the eligibility requirements and signs the eligibility certification. The form is then returned to the employee.

- d. The employee forwards the form to the University Registrar. The form must be filed with the University Registrar by the tenth day of instruction.
- e. The University Registrar codes the appropriate fee code, recalculates the fees on Banner (the student information system), and signs the form.