## EMPLOYEE APPLICATION FOR REDUCED TUITION AND FEES

Please select one of the following: **Staff Employee** Academic Employee SUBMIT COMPLETED FORM TO: SUBMIT COMPLETED FORM TO: Central Human Resources Academic Personnel Via Email (preferred): HRTraining@uci.edu Via Email: acadpers@uci.edu In-person or via mail: In-person: Human Resources, Training and Development 354 Aldrich Hall, Irvine, CA 92697-1015 111 Theory, Suite 200, Irvine, CA 92697-4600 CENTRAL HUMAN RESOURCES/ACADEMIC PERSONNEL OFFICE ONLY: Central Human Resources Date **Department Chair** Date Training and Development Representative Vice Provost Date NAME: STUDENT ID: **EMPLOYEE ID:** PHONE: WORK DEPARTMENT: EMAIL: TFRM: Fall Winter Spring YEAR: (One application per term. Employment verification will occur no more than 30 days prior to Fee Payment Deadline.) Undergraduate MAJOR: PROGRAM: Graduate I UNDERSTAND THAT REDUCED TUITION AND FEES ARE SUBJECT TO THE FOLLOWING (per UC Policy PPSM 51): 1. I have been admitted as a regular session student. 2. I am a regular status (non-probationary) career employee. 3. I may enroll in up to nine units or three courses per regular session term\*, whichever provides the greater benefit to the employee. When both of these are exceeded, full fees will be assessed. \*PPSM 51 does not apply to Summer Session courses. 4. Payment is one-third of both the tuition and fees. (I am responsible for full payment of any professional degree supplemental tuition charges, if applicable.) 5. I am not eligible for services provided to students (e.g., Student Health Services, Anteater Recreation Center student access, etc.) 6. I may not receive additional reduction in fees under the Part Time Study program. **Employee Applicant Signature** Date

1

## EMPLOYEE APPLICATION FOR REDUCED TUITION AND FEES

## I INTEND TO ENROLL IN THE FOLLOWING COURSE(S): (I may enroll in up to nine units or three courses per term, whichever provides the greater benefit to me. NOTE: Students must already have been accepted to the University as a degree candidate. Students must enroll in courses via the Registrar's Office.) Course Name(s) Course Number(s) Units **GRADUATE LEVEL COURSES ONLY:** The Technical and Miscellaneous Reform Act of 1988 (TAMRA): If the courses you take are subject to taxation under TAMRA, the waiver amount will be reported as income to our Payroll Department. Please answer the following questions 1. Are the courses required by the University , or by law or regulations, to enable Yes No you to keep your current salary or job? 2. Do the courses maintain or improve skills required in your present job? Yes 3. Are the courses required to meet the minimum requirements of your present Yes No job? 4. Are the courses part of a program of study that will lead to qualifying you for a Yes No new trade or business?

REGISTRAR'S OFFICE /SUMMER SESSION OFFICE ONLY:			
Registrar Representative	——————————————————————————————————————	Waiver Number	Waiver Amount

Revised 06/30/2017 2