

UCOP Human Resources Procedures 51 – REDUCED FEE ENROLLMENT

I. POLICY REFERENCES

UC-PPSM 43, Leave of Absence
UC-PPSM 50, Professional Development
UC-PPSM 51, Reduced Fee Enrollment
UCOP Online Employee Database (EDB) System Manual – (LOAB – Leave of Absence Bundle)
UC Benefits Checklist (Leave without Pay)

II. GENERAL

The employee and supervisor should discuss professional or career development objectives, review available opportunities, and determine applicable benefits. This discussion is particularly important if the employee's request for professional or career development opportunities is a recurring one.

III. ELIGIBILITY FOR STUDENT SERVICES AND FACILITIES

The reduced fee enrollment provision does not include access to student services and facilities provided through the University Registration Fee, which includes but is not limited to the Counseling Center, gymnasiums, or the Student Health Services, unless the employee is otherwise entitled to them.

IV. PROCEDURES

The supervisor, in consultation with the Division or Department Head, shall review the employee's professional or career development objectives, the costs to be incurred by the department, and the impact of any absence on the department's workload.

Program Parameters:

1. Any regular status career employee who is employed at least 50% time or an eligible retiree can apply to take courses at a two-thirds reduction of the full-time University Registration and Education Fee on undergraduate or graduate level courses for up to three (3) courses or nine (9) units per quarter, whichever is greater.
2. The employee must satisfy the University of California residency requirement; otherwise, the employee is subject to the full non-resident fee. A waiver of the non-resident fee will not be given.
3. The employee must apply for admissions by contacting the appropriate UC Office of Admissions to obtain appropriate forms and information for entrance.
4. Once the employee has enrolled, the employee shall complete an Application for Reduced Fee Enrollment form and return it to UCOP Human Resources, Benefit Services unit. The employee may consult UC PPSM 51.Reduced Fee Enrollment and/or contact UCOP Human Resources, Benefit Services for processing information and assistance.
5. As a follow-up, the supervisor is encouraged to discuss with the employee completion of the course(s) and any departmental arrangement supporting the employee's participation in this benefit.