

Application for Reduced Fee Enrollment

Instructions: The following information is needed to verify your employee eligibility and student status. Please fill in completely; incomplete information may delay processing. Please note that an application form is required each semester you plan to enroll. Instructions regarding registration and payment of fees will be indicated on your fee statements. This application does not enroll you in classes—you must still go through the normal enrollment procedures.

NOTE: YOUR APPLICATION MUST BE RECEIVED BY HUMAN RESOURCES NO LATER THAN THE FIRST 5 WEEKS OF THE NEW SEMESTER. RETROACTIVE APPLICATIONS WILL NOT BE PROCESSED.

Application for: Fall Spring 20__ I am enrolled as a student on the _____ campus.
 I am a career status employee on the _____ campus.

Name (Last, first, middle): _____
 Campus/Lab: _____ Department & Unit: _____ Mail Code: _____
 Mailing Address: _____
 Email Address: _____ Phone Number: _____

Fill out **all** of the following:

Check **all** box(es) that apply:

Employee ID #: _____ Undergraduate California Resident Nonresident
 Payroll Title: _____ Graduate
 Percent time worked : _____ New Student
 Date of Hire : _____ Continuing Student
 Are you working on a degree? yes no
 If yes, which one? _____
 Student ID # : _____

I plan to enroll in the following course(s):

Department	Course Number	Course Title	Unit Value
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Your final enrollment status will be confirmed by the Registrar's Office.

I am a regular status employee in a career position. I acknowledge that I will receive reduced fees for enrollment in no more than 9 (nine) units, or three regular session University semester courses, whichever is greater.

 Employee's Signature Date

 Your Campus Personnel Office Signature and phone number
 (required **only** if you are not a Berkeley campus employee)

Email or Mail Form To:
 People & Culture, 2850 Telegraph Ave, 4th Floor
 Berkeley, CA 94705, FAX (510) 642-2888 Email:
 reducedfee@berkeley.edu