



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):

Table with 4 columns: Department, Course Number, Course Title, Unit Value. Multiple rows for course selection.

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:
Human Resources, 2199 Addison Street, Room 192
Berkeley, CA 94720-3540, FAX (510) 642-2888
Email: reducedfee@berkeley.edu