A Program of Continuing Education for Adults

Classes Offered at 25% Reduced Fee
If you are a UCLA career staff*, faculty*, or retired staff*, you can enroll in UCLA Extension courses and in OSHER membership sections with a reduced fee discount* (see below for restrictions). Join your fellow staff and faculty and take advantage of this great opportunity.

Keep Moving Ahead
Advance your career at UCLA and continue your education through a course of study at UCLA Extension. Add to your knowledge and skills—and save money, too!

Convenient Courses Taught by Experts
Each quarter, UCLA Extension offers more than 1000 seminars, courses, workshops, and programs, taught by world-class instructors and conveniently scheduled in the evenings, on weekends, even online. Choose from a wide selection of professional and creative courses, including more than 80 certificate programs in fields such as computer graphics, business and management, information sciences, foreign languages, writing, entertainment studies, and more.

It's Easy to Enroll
After selecting your course, simply complete the Reduced Fee Enrollment and Departmental Recharge Application and return it with your verification of employment to the UCLA Extension offices:

By Campus Mail:
Extension Student Services
Department "K"
Mail Code: 134907

By U.S. Mail:
UCLA Extension
P.O. Box 24901
Department "K"
Los Angeles, CA 90024-0901

In Person:
UCLA Extension
Administration Building
10995 Le Conte Avenue
Registration Office, Room 113

Email:
enroll@uclaextension.edu
Fax: (310) 206-3458
Do not fax or email your credit card information.

For a free copy of the current UCLA Extension catalog, call ext. 59971, or browse the catalog online at: uclaextension.edu

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* UCLA career staff must be employed at least 50% time. Fees for concurrent enrollment in UCLA courses and certain Extension courses and contract programs are not eligible for this discount. Fee for books and incidental expenses included in the fee are also exempt from this discount. To confirm eligibility for the discount, please contact our enrollment office at extension 59971.
# UCLA Staff, Faculty, Emeriti, and Retired Staff
## Reduced Fee Enrollment and Departmental Recharge Application

### AUTHORIZATION FOR DEPARTMENTAL RECHARGE

To recharge course fees to your department, have your supervisor or budget officer complete information below.

- **SIGNATURE**
- **DATE**

### AUTHORIZATION FOR DEPARTMENTAL RECHARGE (Career staff employees must be employed at least 50% time)

To verify eligibility, visit atyourservice.ucop.edu and print a current employment verification form.

**VERIFICATION OF EMPLOYMENT**

To better understand the composition of our audience and thereby inform our planning processes, we ask our students to provide the following information. Doing so is voluntary. Data collected is subsequently known only to our staff in a summary statistical form.

**Highest Educational Level Attained:**

(If your formal education was completed outside the U.S., please check the box that best describes equivalence.)

- [ ] High School in Progress
- [ ] High School Graduate/GED
- [ ] AA/Associate in Arts
- [ ] 04/05/Other Bachelor’s Degree
- [ ] Master’s Degree
- [ ] JD/MD/Other Professional Degree

**Ethnicity/Race:**

- [ ] Asian/Pacific Islander
- [ ] Black/African American
- [ ] Caucasian
- [ ] Hispanic/Latino/Chicano
- [ ] Native American/Alaska Native
- [ ] Pacific Islander/Hawaiian

### SOCIAL SECURITY NUMBER (LAST 4 DIGITS ONLY)

* See rates in current UCLA Extension quarterly catalog, or visit our Web site at uclaextension.edu.

### PAYMENT OPTIONS

Payment may be made by Check, Cash, or Credit Card.

- **Check:** Make checks payable to Regents of U.C.
- **Cash:** Visit the Cashier’s Office located at 10995 Le Conte Avenue, Room 139 (1st Floor Admin. Bldg)
- **Credit Card:** Fax or email your Reduced Fee Enrollment form along with your Verification of Employment and contact our Registration Office at (310) 825-9971 to submit payment by phone.

### NOTE

- There is a $30 charge for returned checks. A $30 administrative fee is withheld from each refund request unless the course is canceled, discontinued, rescheduled, or has a special refund policy.

### AUTHORIZATION FOR DEPARTMENTAL RECHARGE

To recharge course fees to your department, have your supervisor or budget officer complete information below.

- **SIGNATURE**
- **DATE**

**ACCOUNT CC FUND PROJECT**

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**TOTAL FEES** $