A Program of Continuing Education for Adults

Classes Offered at 25% Reduced Fee
If you’re a UCLA career employee who works at least 50% time, you can enroll in an Extension course at a 25% 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 (below) and return it with an online Recharge Order Request to the UCLA Extension Cashier & Financial Services offices:

email: po@uclaextension.edu
Fax: 310-825-5686
Campus Mail: Extension Cashier & Financial Services, Mail Code 133307

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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* Fees for such items as books, computer time, housing, meals, transportation (including those which may be included in the enrollment fee), and fees for concurrent enrollment in UCLA courses and for certain contract programs do not qualify for this discount. To confirm eligibility for the discount, please contact our enrollment office at extension 59971.
To better understand the composition of our audience and thereby inform our planning processes, we ask our students to verify eligibility, visit atyourservice.ucop.edu and print a current employment verification form.

VERIFICATION OF EMPLOYMENT (Career staff employees must be employed at least 50% time)

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

Highest Educational Level Attained:

- High School in Progress
- High School Graduate/GED
- AA/Associate in Arts
- BA/BS/Other Bachelor's Degree
- Master's Degree
- PhD
- JD/MD/Other Professional Degree
- Other
- Decline to State

Ethnicity/Race:

- Asian/Pacific Islander
- Black/African American
- Caucasian
- Hispanic/Latino/Chicano
- Native American/Alaska Native
- Pacific Islander/Hawaiian
- Other
- Decline to State
- Two or more of the categories listed here

FEES PAID BY STUDENT

Payment may be made by Check, Cash, or Credit Card. Make checks payable to Regents of U.C.

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

CHARGE:
- American Express
- Discover
- MasterCard
- Visa
- Card Number
- Expiration Date (Mo/Yr)
- Authorization Signature

FEES PAID BY DEPARTMENT

AUTHORIZATION FOR DEPARTMENTAL RECHARGE

To recharge course fees to your department, have your budget officer submit an Online Recharge Order Request through the campus financial system and complete the information below.

Recharge Order Request Number Order Date

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