

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 a 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

	PRINT OR ONLINE CATALOG AVAILABLE:
Fall Quarter	Mid-August
Winter Quarter	Mid-November
Spring Quarter	Mid-February
Summer Quarter	Mid-May

* 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.

UCLA Staff, Faculty, Emeriti, and Retired Staff

Reduced Fee Enrollment and Departmental Recharge Application

Reg#	COURSE TITLE AND NUMBER	CREDIT STATUS	FEE
Please fill in Reg Numbers			
		☐ 1. For Credit—Letter Grade ☐ 2. For Credit—Passed/Not Passed ☐ 3. Not For Credit ☐ 4. CEU ☐ 5. Do Not Record	\$
		☐ 1. For Credit—Letter Grade ☐ 2. For Credit—Passed/Not Passed ☐ 3. Not For Credit ☐ 4. CEU ☐ 5. Do Not Record	\$
TOTAL FEES			\$

*SOCIAL SECURITY NUMBER (LAST 4 DIGITS ONLY) *BIRTHDATE (MO/DAY/YR) ☐ MALE ☐ FEMALE

NAME (FIRST/MI/LAST)

MAILING ADDRESS

CITY/STATE/ZIP

COUNTRY/POSTAL CODE

()

DAYTIME PHONE: AREA CODE/PHONE NUMBER

EMAIL ADDRESS

☐ Check here to receive email notice of upcoming events and specials from UCLA Extension.

* The last four digits of your Social Security number (SSN) and date of birth are used only to verify your identity for accurate record keeping. (See "Privacy Notification" inside current UCLA Extension quarterly catalog.) Providing this information is voluntary.

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.

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

Ethnicity/Race:

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

FEES PAID BY STUDENT

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

CHECK: Make checks payable to Regents of U.C.
There is a \$30 charge for returned checks

CASH: Visit the Cashier's Office located at 10995 Le Conte Ave, Rm 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.
Do not email your credit card information.

NOTE: A \$30 administrative fee is withheld from each refund request unless the course is cancelled discontinued, rescheduled, or has a special refund policy

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.