



# PPSM-51: Reduced Fee Enrollment

<b>Responsible Officer:</b>	Vice President – Systemwide Human Resources
<b>Responsible Office:</b>	SHR – Systemwide Human Resources
<b>Issuance Date:</b>	3/5/2019
<b>Effective Date:</b>	3/5/2019
<b>Scope:</b>	All <a href="#">Regular Status Employees</a>

<b>Campus Policy Contact:</b>	Campus HR Policy Coordinator
<b>Campus Contact Information:</b>	<a href="#">HR Policy Coordinator Website</a>
<b>Systemwide Policy Owner:</b>	Systemwide HR Policy
<b>Systemwide Contact Information:</b>	<a href="#">Systemwide HR Policy Website</a>

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## I. POLICY SUMMARY

This policy implements the [Regents Policy 7502: Policy on Reduced Fee Enrollment for University Employees](#) regarding reduced fees for all Regular Status employees who meet the admission requirements of the University.

## II. DEFINITIONS

Detailed information about common terms used within Personnel Policies for Staff Members (PPSM) can be found in [PPSM-2 \(Definition of Terms\)](#).

### III. POLICY TEXT

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#### A. General

A Regular Status employee who meets the admission requirements of the University is eligible for two-thirds reduction of both the University Registration Fee and the Educational Fee when enrolled in regular session courses of up to nine units or three courses per quarter or semester, whichever provides the greater benefit to the employee. Full fees will be assessed when an eligible employee's enrollment exceeds both nine units and three courses.

Employees who are eligible to receive reduced fees under this policy are not eligible to receive an additional reduction in fees under the Policy and Procedures Concerning Part-Time Study.

#### B. Eligibility for Student Services and Facilities

The reduced fee enrollment provision does not include access to student services and facilities provided through the University Registration Fee, which includes but is not limited to the Counseling Center, gymnasiums, or the Student Health Services, unless the employee is otherwise entitled to them.

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### IV. COMPLIANCE/RESPONSIBILITIES

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#### A. Implementation of the Policy

The Vice President–Systemwide Human Resources is the Responsible Officer for this policy and has the authority to implement the policy. The Responsible Officer may develop procedures or other supplementary information to support the implementation of this policy. Such supporting documentation does not require the approval of the President. The Responsible Officer may apply appropriate interpretations to clarify the policy provided that the interpretations do not result in substantive changes to the underlying policy.

The Chancellor is authorized to establish and is responsible for local procedures necessary to implement the policy.

In accordance with [PPSM-1 \(General Provisions\)](#), the authorities and responsibilities delegated to the Chancellor in this policy are also delegated to the Executive Vice President–Chief Operating Officer, Vice President–Agriculture and Natural Resources, Principal Officers of the Regents, and the Lawrence Berkeley National Laboratory Director. Also in accordance with [PPSM-1](#), the authorities granted in this policy may be redelegated except as otherwise indicated.

#### B. Revisions to the Policy

The President is the Policy Approver and has the authority to approve policy revisions upon recommendation by the Vice President–Systemwide Human Resources.

The Vice President–Systemwide Human Resources has the authority to initiate revisions to the policy, consistent with approval authorities and applicable Bylaws and Policies of the Regents.

The Executive Vice President–Chief Operating Officer has the authority to ensure that policies are regularly reviewed, updated, and consistent with other governance policies.

### **C. Approval of Actions**

Actions within this policy must be approved in accordance with local procedures. Chancellors and the Vice President–Systemwide Human Resources are authorized to determine responsibilities and authorities at secondary administrative levels in order to establish local procedures necessary to implement this policy.

All actions applicable to PPSM-covered staff employees who are not Senior Management Group members that exceed this policy, or that are not expressly provided for under any policy, must be approved by the Vice President–Systemwide Human Resources.

### **D. Compliance with the Policy**

The following roles are designated at each location to implement compliance monitoring responsibility for this policy:

The Top Business Officer and/or the Executive Officer at each location will designate the local management office to be responsible for the ongoing reporting of policy compliance.

The Executive Officer is accountable for monitoring and enforcing compliance mechanisms and ensuring that monitoring procedures and reporting capabilities are established.

The Vice President–Systemwide Human Resources is accountable for reviewing the administration of this policy.

### **E. Noncompliance with the Policy**

Noncompliance with the policy is handled in accordance with PPSM [62](#), [63](#), and [64](#), pertaining to disciplinary and separation matters.

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## **V. PROCEDURES**

Not applicable

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## **VI. RELATED INFORMATION**

- [Regents Policy 7502: Policy on Reduced Fee Enrollment for University Employees](#) (referenced in Section I of this policy)
- [PPSM-2 \(Definitions\)](#) (referenced in Section II of this policy)
- [PPSM-1 \(General Provisions\)](#) (referenced in Section IV.A of this policy)
- PPSM [62](#), [63](#), and [64](#) (referenced in Section IV.E of this policy)

## VII. FREQUENTLY ASKED QUESTIONS

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### 1. How can I tell if I'm eligible for reduced fee enrollment?

There are two types of eligibility for reduced fee enrollment: whether you are eligible as an employee and whether the applicable program is eligible. To determine employee eligibility, please consult with your HR Business Partner. To determine program eligibility, reach out to the program directly.

## VIII. REVISION HISTORY

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**September 26, 2024:** Made typographical amendments

**March 5, 2019:**

- Updated web links and office titles and made typographical amendments
- Remediated to meet Web Content Accessibility Guidelines (WCAG) 2.0.

**July 1, 2012:** Reformatted into the standard University of California policy template

As a result of the issuance of this policy, the following documents are rescinded as of the effective date of this policy and are no longer applicable:

- *Staff Personnel Policy 260 (Employee Development), Section 260.23, dated June 1, 1990*