

2018 STAFF DISCOUNT FORM

Berkeley Summer Sessions | 1995 University Ave., Suite 130, Berkeley, CA 94704 | Ph: 510.642.5611 | E-mail: summer@berkeley.edu

Berkeley Summer Sessions would like to invite current career, casual, or partial year employees at any UC campus to participate in our summer program at a reduced cost. Save the cost of the Summer Sessions Registration Fee (\$385.00) and take advantage of the chance to attend courses when work schedule or cost might otherwise make attendance difficult. It is our way of saying thanks to dedicated employees for maintaining such an outstanding university.

Current career, full-time casual, or partial year employees at any UC campus, lab, or the Office of the President are eligible. Long-term temporary staff with appointments longer than six months are also eligible. You will need the approval of your immediate supervisor, who will certify your eligibility. **Employees who are also continuing UC Berkeley students and researchers who have "courtesy appointments" without salary are NOT eligible.**

Just complete this form and send it to Berkeley Summer Sessions, 1995 University Ave, Suite 130 (campus mail code 1080), with your Berkeley Summer Sessions Domestic Visitor application and **your most recent earnings statement or payroll stub**. You will be billed for the course fee listed on our website (summer.berkeley.edu) and the \$56 document fee if applicable. We will waive the \$385.00 Registration Fee. If you choose to make the full payment by applying online, we will refund the \$385.00 provided that you qualify for the waiver.

NOTE: If you cancel from Berkeley Summer Sessions prior to the "Cancel Registration" deadline, you will be refunded all **but the \$100 non-refundable Cancellation Fee**. If you withdraw **before** the "Drop classes with Refund" or "Withdraw from Summer Sessions with Partial Refund" deadline, all fees except for the \$385.00 Registration fee will be refunded. If you withdraw **after** the "Withdraw from Summer Sessions with Partial Refund" deadline, you will receive no refund. You can find the Deadline Calendar on our website (summer.berkeley.edu).

EMPLOYEE INFORMATION

* All Fields Are Required

| | | | |
|---|---------------|---------------|--|
| Name | | Employee ID # | |
| Position | | For How Long | |
| Address | | Which Campus | |
| Daytime Phone | Evening Phone | Email Address | |
| I certify that the above information is true: | | | |
| Signature | | Date | |

IMMEDIATE SUPERVISOR

THIS SECTION IS COMPLETED BY THE IMMEDIATE SUPERVISOR

I certify that the named employee meets the eligibility requirements for the Berkeley Summer Sessions Staff Discount:

| | | | |
|-----------|-------|-----------|------|
| Signature | Title | Extension | Date |
|-----------|-------|-----------|------|

OFFICE USE ONLY

Status Verified

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Signature

Date