

STATEMENT OF UNDERSTANDING

UCLA ACADEMIC APPRENTICE PERSONNEL FEE REMISSION BENEFITS FOR 2011-2012

Congratulations on receiving an academic apprentice appointment at UCLA! Academic apprentice titles are intended to provide qualified students with relevant training experience for academic and academic-related careers in teaching and research. Apprentice personnel in the research series (i.e., Graduate Student Researchers - Title Code 3276) are regarded primarily as students being professionally trained. However, students employed in the following title codes are also regarded as employees and are known as Academic Student Employees (ASE):

ACADEMIC STUDENT EMPLOYEE (ASE) PERSONNEL TITLE CODES							
Reader	2850	Remedial Tutor I	2288	Teaching Assistant	2310	Teaching Fellow	2300
Special Reader	2852	Tutor	2860	Teaching Associate	1506		

For more information see: "Agreement Between the Regents of the University of California and the Student Association of Graduate Employees, International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW), AFL-CIO" at http://atyourservice.ucop.edu/employees/policies/systemwide_contracts/uaw/index.html

Please carefully read through the following information pertaining to eligibility criteria and benefit entitlement. ***You must also sign and date the back and return the form to your departmental apprentice personnel officer.*** If you have any questions regarding these policies, contact your academic advisor or the Graduate Financial Services at (310) 825-1025.

The following table summarizes the benefits and the requirements necessary to qualify for and maintain these benefits:

Appointment	Benefit	Quarter's Estimated Value	GPA	Units	Maximum Number of Quarters as Academic Apprentice Personnel	Percent of Time
Graduate Student Researcher (GSR)	Health Insurance (100%)	\$685.38	3.0	12	18 quarters in any combination of AAP titles	Greater than or equal to 25%
GSR	Fee Remission 1 (100% of Tuition)	\$3,740.00	3.0	12	18 quarters in any combination of AAP titles	Greater than or equal to 25%
GSR	Fee Remission 2 (100% of Student Services Fee)	\$324.00	3.0	12	18 quarters in any combination of AAP titles	Greater than or equal to 25%
GSR	Nonresident Supplemental Tuition Remission (U.S. Citizens and Permanent Residents should be within their first year of graduate study at UCLA)	\$5,034.00	3.0	12	18 quarters in any combination of AAP titles	<i>Greater than or equal to 45%</i>
Academic Student Employee (ASE)	Health Insurance (100%)	\$685.38	3.0	12	12 quarters in any combination of TA series titles	Greater than or equal to 25%
ASE	Fee Remission 1 (100% of Tuition)	\$3,740.00	3.0	12	12 quarters in any combination of TA series titles	Greater than or equal to 25%
ASE	Fee Remission 2 (100% of Student Services Fee)	\$324.00	3.0	12	12 quarters in any combination of TA series titles	Greater than or equal to 25%
*ASE – Non-Resident (only)	Partial NRST Fellowship (not remission benefit)	\$136.00	3.0	12	12 quarters in any combination of TA series titles	Greater than or equal to 25%
BALANCE OF FEES	Fee remissions do not cover all graduate student fees. Those additional fees are the responsibility of the graduate student to ensure payment by the applicable deadlines. Fees are subject to change at any time.				BALANCE OF FEES \$369.75	
					FALL 11	WINTER 12
					\$123.25	\$123.25

*Professional schools may vary, please consult with your department or Graduate Financial Services (310) 825-1025. NRST = Non Resident Supplemental Tuition

Please refer to www.gdnet.ucla.edu for exact amounts. Also note that you must register and enroll in the required number of units ***no later than the third week*** of instruction, be employed at 25% time or greater (25% time corresponds to the following number of minimum hours):

Quarter	Minimum Work Hours
Fall	114
Winter	112
Spring	112

It is important to understand the above not only to maintain those benefits initially provided to you, but also to ensure that you receive the full benefits associated with your total academic apprentice appointment with the University. The percentage of time accumulates in the instance where you have more than one qualifying apprentice appointment. Even if each appointment is less than 25%, you become eligible for some or all of the remissions if two or more such apprentice appointments accumulate to 25% or more. If this is the case, you must speak with your departmental administrator to ensure that a remission roster is processed.

International graduate students, including permanent residents, whose native language is not English, are

required to take a campus-administered Test of Oral Proficiency examination (TOP) and pass it at 7.1 or above in order to be eligible for a teaching assistantship at UCLA.

Should you fail to meet and/or maintain these requirements, you will be billed for all remissions issued to you for that quarter for which you are ineligible. Failure to complete assigned duties for an extended period of time may be deemed abandonment of the position and may result in termination of the apprentice position, denial of re-employment, or other appropriate sanctions.

WAIVING HEALTH INSURANCE

If you decide to waive your health insurance and submit a UC SHIP (University of California Student Health Insurance Plan) waiver for the term, and subsequently become eligible for the University health insurance remission, you will not be eligible to enroll in UC SHIP until the next term. Your UC SHIP waiver cannot be reversed for the term. There are no exceptions, and there is no appeal process, for waiving out of UC SHIP after your registration fees have been paid for the term.

TA ADVANCE LOANS

Teaching assistants, associates and fellows are eligible to receive an interest-free advance on their student funding. The current maximum amount for a TA Advance Loan is \$1,052 (employed at 50%), and \$526(employed at 25%). Applications for these loans must be submitted within the following periods:

Fall 2011	August 8, 2011 – September 29, 2011
Winter 2012	November 1, 2012 – January 6, 2012
Spring 2012	February 1, 2012 – April 6, 2012

The loan will be paid back through equal payroll deductions taken from the second and third paychecks of the quarter.

FEE DEFERRALS

All academic apprentice personnel are eligible to receive a fee deferral for registration fees assessed during the quarter in which they serve as an academic apprentice. You are responsible for ensuring that these fees are paid by the payback deadline. In general, the deferred payment deadline is two months after the standard quarterly due date. If your fees are not paid by this date, you will be liable for an additional \$50 late charge. Please contact your departmental administrator to request a fee deferral. Please note that fee deferrals cannot be reversed and if you decide not to enroll after a fee deferral has been posted, you are still liable to pay the registration fees.

FICA WITHHOLDING

The student FICA tax exemption is applied in withholding on wage payments to graduate employees. If a graduate student employee (TA, GSR, etc.) carries six or more units during a given quarter and works less than 80% time, no FICA is deducted. Nonresident aliens on F1 or J1 visas who are pursuing the purpose for which their visa was issued, are exempt from FICA withholdings until they become substantially present in the United States (i.e., qualify as a US tax resident). Should the employee's enrollment drop below the requisite number of units, FICA will begin to be deducted automatically from his/her paycheck. In addition, FICA will be withheld from wages in any month in which the number of days falling inside an instructional period is exceeded by the number of days falling outside of the instructional period; this situation often occurs during September and June.

STATEMENT OF UNDERSTANDING

I, the undersigned, have read and understand the above-mentioned requirements and benefits for UCLA Academic Apprentice Personnel. I understand that in order to hold an academic apprentice appointment and receive fee remissions, I must:

1. be enrolled in at least 12 units by the end of the third week of the quarter/semester of the appointment;
2. have at least a 3.0 cumulative GPA at the time of appointment;
3. serve under the tutelage and supervision of regular faculty members;
4. serve no more than 18 quarters in any combination of apprentice titles (maximum of 12 qtrs. of TA appointments);
5. work a minimum number of hours per quarter (equivalent to 25% time) during minimum appointment window; and
6. International graduate students, including permanent residents, have passed the TOP prior to being appointed under any teaching title.

I understand that if I have any other questions regarding University policy and/or academic apprentice appointments, I may contact the Graduate Financial Services Office, or my departmental administrator, for further elaboration.

UID

Print Name

Signature

Date