

STATEMENT OF UNDERSTANDING

UCLA Academic Apprentice Personnel Fee Remission Benefits For 2022-2023

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.

| Academic Apprentice Personnel Job Titles & Codes | | | | | | | |
|--|--------|-------------------|--------|--------------------|--------|--------------------|--------|
| Reader | 002850 | Remedial Tutor I | 002288 | Tutor | 002860 | Teaching Associate | 001506 |
| Special Reader | 002852 | Remedial Tutor II | 002289 | Teaching Assistant | 002310 | Teaching Fellow | 002300 |
| Graduate Student Researcher 003276 | | | | | | | |

ASEs are represented by the International Union, United Automobile, Aerospace, and Agricultural Implement Workers of America (UAW). The collectively negotiated agreement between the Regents of the University of California and UAW (UAW Contract) covers ASE policies, rights, terms of employment, benefits and grievances. For more information, visit <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/contract.html>. The intent of this Statement of Understanding is to outline those benefits and corresponding eligibility requirements provided to ASEs in the UAW contract. In the event a discrepancy exists between the benefits and eligibility requirements provided included in this form and the UAW Contract, the UAW contract takes precedence.

Please read carefully 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 hiring department. For any additional inquiries contact Graduate Fellowships and Financial Services at gdsupport@grad.ucla.edu.

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

Quarterly Based Fee Remissions

| 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%) (non-refundable if student waives UC-SHIP) | \$1,571.35 | 3.0 | 12 | No limit | Greater than or equal to 25% |
| GSR | Fee Remission 1 (100% of Tuition) | \$3,900.00 | 3.0 | 12 | No limit | Greater than or equal to 25% |
| GSR | Fee Remission 2 (100% of Student Services Fee) | \$384.00 | 3.0 | 12 | No limit | Greater than or equal to 25% |
| GSR | Nonresident Supplemental Tuition (NRST) Remission (For U.S. Citizens and Permanent Residents, only applies within their first year of graduate study at UCLA) | \$5,034.00 | 3.0 | 12 | No limit | Greater than or equal to 45% time combined GSR appointments only (does not apply to a combination of ASE + GSR positions) |
| Academic Student Employee (ASE) | Health Insurance (100%) (non-refundable if a student waives UC SHIP) | \$1,571.35 | 3.0 | 12 | 12 academic quarters and, by exception once ATC, no more than 18 academic quarters of ASE series titles | Greater than or equal to 25% |

| | | | | | | | |
|-------------------------|--|------------|-----|----|---|------------------------------|-------------|
| ASE | Fee Remission 1 (100% of Tuition) | \$3,900.00 | 3.0 | 12 | 12 academic quarters and, by exception once ATC, no more than 18 academic quarters of ASE series titles | Greater than or equal to 25% | |
| ASE | Fee Remission 2 (100% of Student Services Fee) | \$384.00 | 3.0 | 12 | 12 academic quarters and, by exception once ATC, no more than 18 academic quarters of ASE series titles | Greater than or equal to 25% | |
| ASE | Campus Fee Remission | \$100.00 | 3.0 | 12 | 12 academic quarters and, by exception once ATC, no more than 18 academic quarters of ASE 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. | | | | FALL 2022 | WINTER 2023 | SPRING 2023 |
| | ASE | | | | \$57.67 | \$56.66 | \$55.66 |
| | GSR | | | | \$157.67 | \$156.66 | \$155.66 |

Semester Based Fee Remissions¹:

- 1 quarter appointment = quarter-based fee remissions
- 2 quarters appointment = two-thirds of annual fee remissions
- 3 quarters appointment = annual amount of fee remissions

| Appointment | Benefit | Semester Estimated Value | GPA | Units | Percent of Time |
|--|--|--------------------------|-----|-------|--|
| Graduate Student Researcher (GSR) | Health Insurance (100%) (non-refundable if student waives UC-SHIP) | \$2,357.03 | 3.0 | 12 | Greater than or equal to 25% |
| GSR | Fee Remission 1 (100% of Tuition) | \$5,850.00 | 3.0 | 12 | Greater than or equal to 25% |
| GSR | Fee Remission 2 (100% of Student Services Fee) | \$576.00 | 3.0 | 12 | Greater than or equal to 25% |
| GSR | Nonresident Supplemental Tuition (NRST) Remission (For U.S. Citizens and Permanent Residents, only applies within their first year of graduate study at UCLA) | \$6,123.00 | 3.0 | 12 | Greater than or equal to 45% time combined GSR appointments only (does not apply to a combination of ASE + GSR positions) |
| Academic Student Employee (ASE) | Health Insurance (100%) (non-refundable if a student waives UC SHIP) | \$2,357.03 | 3.0 | 12 | Greater than or equal to 25% |

¹ Semester students serving quarterly appointments will receive fee remissions commensurate with the duration of their appointments. For example, semester students appointed for one quarter will receive quarterly-based fee remissions. In contrast, those appointed for two or three quarter-based appointments will receive two-thirds or annualized quarterly fee remission amounts respectively.

| | | | | | | |
|-------------------------|--|------------|-----|----|------------------------------|-------------|
| ASE | Fee Remission 1 (100% of Tuition) | \$5,850.00 | 3.0 | 12 | Greater than or equal to 25% | |
| ASE | Fee Remission 2 (100% of Student Services Fee) | \$576.00 | 3.0 | 12 | Greater than or equal to 25% | |
| ASE | Campus Fee Remission | \$150.00 | 3.0 | 12 | 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. | | | | FALL 2022 | SPRING 2023 |
| | ASE | | | | \$20,378.99 | \$20,379.00 |
| | GSR | | | | \$20,528.99 | \$20,529.00 |

* Balance of fees varies for new and continuing students. Please consult your BruinBill account for the actual balance of fees or the Registrar's Office website: <http://www.registrar.ucla.edu/Fees-Residence/Overview>

Also, note that you must be continuously registered and enrolled throughout the applicable appointment period(s) in the required number of units by **no later than the third week** of instruction and be employed at 25% time or greater.

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% time, you become eligible for some or all of the remissions if two or more such apprentice appointments total 25% time or more. If this is the case, you must speak with your departmental administrator to ensure that a remission is processed.

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 an abandonment of the position and may result in termination of the apprentice position, denial of re-employment and/or other appropriate sanctions.

Disclaimer: *Should a student receive multiple fee/tuition awards for a given term, the university will apply a combination and/or a singular award deemed fit to cover application fee remission amounts which may include or exclude fee remission funding.*

PERCENTAGE OF TIME - MAXIMUM HOURS

U.C. students may not be employed for more than 50 percent time during an academic quarter, in any single or combination of University titles, academic and/or staff, including University Extension unless authorized by the Dean of the student's school or College. Authorization forms are at <https://grad.ucla.edu/gss/appm/maxauth.pdf>. Percentages are figured on the basis of 100 percent = 40 hours per week. Students can be employed up to 100 percent during quarter breaks and summer. Go to <http://www.gdnet.ucla.edu/gss/appm/maxemploy.pdf> to see the maximum number of hours of employment that can be reported during months that include inter-quarter or summer periods.

SUBSTITUTE TEACHING WORK

Substitute teaching work performed by an ASE is compensable when coordinated and approved in advance by the hiring unit. The work may include but is not limited to, preparation time, classroom time, grading and office hours. The department's human resources coordinator should ensure that the ASE is appropriately compensated. For any questions related to additional compensation for substitute work, contact the hiring unit human resources coordinator.

TEST OF ORAL PROFICIENCY EXAMINATION (TOP)

Graduate students, 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. A student is exempt from this testing requirement if they have earned a prior undergraduate degree from an institution at which English was the sole language of instruction.

HEALTH INSURANCE

WAIVING

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. *Please also note that a waiver of UC SHIP does not result in a refund back to you if you're enrolled in another insurance plan, directly paying or receive funding.*

COVERAGE FOR STUDENTS ON FEE PENDING (FP) STATUS

Students on Fees Pending (FP) status have access to and may avail themselves of all services offered at Ashe, including but not limited to primary care visits, in-house specialty, x-rays, lab services and prescriptions. Further, students with FP status have access to medical care at Ashe without the concern of incurring out-of-pocket costs at the time of visit. Students in need of health services can make appointments by phone (310-825-4073, Option 1) or in-person (on the 1st floor of the Ashe building). For any questions related to health care services at Ashe associated with having FP status, please call the Insurance Office at 310-825-4073, Option 4.

ADVANCE LOANS

Academic Apprentice Personnel (ASEs/GSRs) are eligible to receive an interest-free advance on their student funding ***provided they have an active UCPath appointment for the applicable term at the time of submission and submitted a properly completed application within the following periods:***

| | |
|-------------|--|
| Fall 2022 | September 12, 2022– September 28, 2022 |
| Winter 2023 | November 28, 2022 – December 7, 2022 |
| Spring 2023 | March 6, 2023 – March 29, 2023 |

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

FINANCIAL AID ELIGIBILITY

Students receiving financial aid who are subsequently eligible for remission benefits may experience a reduction in their awards. The reduction will appear on your academic year Electronic Financial Aid Notification (eFAN). You must report this information to the Financial Aid and Scholarships Office as soon as possible to avoid potential billing. Delay in reporting this information may result in you receiving financial aid in excess of your eligibility, which will necessitate that you be billed for funds already received. If you have questions, please contact the Financial Aid and Scholarships Office at <https://www.financialaid.ucla.edu/contact-us>

STATEMENT OF UNDERSTANDING

I, the undersigned, have read, understand, and agree to the conditions and benefits set forth 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 (student must remain registered and enrolled in at least 12 units through the end 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 12 academic quarters (4 years) in apprentice teaching titles;
5. Work 25% time during the applicable appointment period (maximum percentage time permitted);
6. Passed the TOP exam prior to being appointed under any teaching title if English is not my native language;
7. If appointed as a Teaching Assistant/Associate and/or Fellow, must be enrolled in a 375 course for the applicable terms appointed;
- a. If appointed as a Teaching Assistant/Associate and/or Fellow, must be enrolled in a 495 course ([Campus-Wide Ta Training Requirements](#)) for the applicable terms appointed;
8. I am aware that I may be responsible for paying the balance of fees and nonresident supplemental tuition if applicable by the fee payment deadline and must clarify with my hiring and/or home academic department(s) as to how much I need to cover each applicable term.

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

| UID | Print name | Signature | Date |
|-----|------------|-----------|------|
|-----|------------|-----------|------|

**For Hiring
Department
Use only**

I, the undersigned, used the [Academic Apprentice Hiring Checklist for Departments](#) to verify that the student meets the applicable appointment eligibility requirements marked below or has received an exception approval prior to offering the appointment.

Name of Dept. Personnel Administrator

Signature of Dept. Personnel Administrator

Date

3.0 cumulative GPA at the time of appointment or

petition for exception approved

TOP requirement met (Graduate Student whose native language is not English) prior to appointment or

petition for exception approved

No more than 12 academic quarters in academic student employee titles or

petition for exception approved. The number of quarters in ASE titles _____

375/495 course enrollment met