

# STATEMENT OF UNDERSTANDING

## UCLA ACADEMIC APPRENTICE PERSONNEL FEE REMISSION BENEFITS FOR 2019-2020

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	Tutor	2860
Special Reader	2852	Remedial Tutor II	2289	Teaching Assistant	2310
				Teaching Associate	1506
				Teaching Fellow	2300

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 controls. GSRs are not represented by a collective bargaining unit.

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, hiring department or the Graduate Fellowships and 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%) <small>(non-refundable if student waives UC-SHIP)</small>	\$1,439.66	3.0	12	No limit	Greater than or equal to 25%	
GSR	Fee Remission 1 (100% of Tuition)	\$3,814.00	3.0	12	No limit	Greater than or equal to 25%	
GSR	Fee Remission 2 (100% of Student Services Fee)	\$376.00	3.0	12	No limit	Greater than or equal to 25%	
GSR	Nonresident Supplemental Tuition (NRST) Remission (U.S. Citizens and Permanent Residents should be within their first year of graduate study at UCLA)	\$5,034.00	3.0	12	No limit	<i>Greater than or equal to 45%GSR only (does not apply to a combination of ASE + GSR positions)</i>	
Academic Student Employee (ASE)	Health Insurance (100%) <small>(non-refundable if student waives UC-SHIP)</small>	\$1,439.66	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)	\$3,814.00	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)	\$376.00	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%	
<b>*BALANCE OF FEES</b>	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 19	WINTER 20	SPRING 20
				ASE	\$28.77	\$27.77	\$26.76
				GSR	\$128.77	\$127.77	\$126.76

\* Balance of fees varies for new and continuing students. Please consult your BruinBill account for 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%, 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.

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 and/or other appropriate sanctions.

### **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 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, please contact the hiring unit human resources coordinator.

### **TEST OF ORAL PROFICIENCY EXAMINATION (TOP)**

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. Please visit: <https://www.teaching.ucla.edu/top> for more information on registration, exam details, preparation and scoring.

### **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 pay 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, included 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 1<sup>st</sup> 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 Student Employees and Graduate Student Researchers are eligible to receive an interest-free advance on their student funding. Applications for these loans must be submitted within the following periods:

<b>Fall 2019</b>	<b>September 11, 2019 – October 2, 2019</b>
<b>Winter 2020</b>	<b>December 2, 2019 – December 16, 2019</b>
<b>Spring 2020</b>	<b>March 9, 2020 – March 30, 2020</b>

The loan will be paid back through equal payroll deductions taken from the second and third paychecks of the quarter for monthly paid employees while the first deduction is taken from the first paycheck of the first month and the second deduction taken from the first paycheck of the second month for bi-weekly paid employees.

### **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. 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 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 any form of Financial Aid including Federal Unsubsidized Direct Loans, Federal Graduate PLUS Loans, Federal Perkins Loans, and/or Federal Work-Study funds, who are subsequently eligible for applicable remission benefits, may experience a reduction to one or more of their Federal loans or work-study 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 any questions, please contact them 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/or 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. Total length of service in any one or any combination of ASE titles (*includes teaching assistant/ associate, fellows, tutors, readers, special readers*) may not exceed four years (12 quarters). By exception only, following advancement to doctoral candidacy, up to 18 quarters. *No exceptions beyond 18 quarters* per APM 410-17c <http://www.ucop.edu/academic-personnel/files/apm/apm-410.pdf>;
5. Work a minimum number of hours per quarter (equivalent to 25% time) during applicable appointment period;
6. International graduate students, including permanent residents, have passed the TOP exam prior to being appointed under any teaching title;
7. If appointed as a Teaching Assistant/Associate and/or Fellow, must be enrolled in a 375 course 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 need to 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 elaboration.

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 below or has received an exception approval prior to offering the appointment. ***Please check all that apply below and enter relevant information.***

Name of Dept. Personnel Administrator	Signature of Dept. Personnel Administrator	Date

- 3.0 cumulative GPA at time of appointment or [  ] petition for exception approved
- TOP requirement met (International Student/Permanent Resident) prior to appointment or [  ] petition for exception approved
- No more than 12 academic quarters in academic student employee titles or [  ] petition for exception approved. *Number of quarters in ASE titles* \_\_\_\_\_
- ASE hire given UAW Membership Election Form.