

**Frequently Asked Questions (FAQs):  
Fee Remission for Graduate Student Researchers**



**1. What is fee remission?**

Fee remission is a special benefit for UCLA graduate students who are working on campus in positions that meet university requirements for academic apprentice personnel. These types of positions provide graduate students with professional training that prepares them for teaching and research-related careers. LPPI Policy Fellows are classified as Graduate Student Researchers under university policy and are considered academic apprentice personnel as they receive training in policy analysis, advanced research methods, academic writing and communication in preparation for policy research careers.

Through fee remission, LPPI Policy Fellows classified as Graduate Student Researchers can have up to 95% of their total costs of education waived as a benefit of employment.

**2. What part of my enrollment costs can be waived through fee remission?**

For the 2021-22 academic year, an LPPI Policy Fellow classified as a Graduate Student Researcher can have 100% of the tuition fee, 100% of the health insurance fee, and 100% of the student services fee waived under fee remission for the remaining two quarters.

Below is a breakdown of the fee remission structure for the 2021-22 academic year. Note: the below table applies to master’s and PhD candidates who are employed as Graduate Student Researchers and who meet other residency requirements. The remission fee structures for JD and MD candidates and for nonresidents are available [here](#).

<b>TOTAL COST OF EDUCATION</b>				
<b>(CA Residents, Registered AB540, or DACA Eligible with Resident Tuition Status)</b>				
<b>DESCRIPTION</b>	<b>ANNUAL RATE</b>	<b>Quarterly Rates</b>		
		<b>FALL</b>	<b>WINTER</b>	<b>SPRING</b>
<sup>1</sup> Tuition and Fees for continuing students	<b>\$17,756.30</b>	<b>\$5,919.77</b>	<b>\$5,918.77</b>	<b>\$5,917.76</b>
<b>TOTAL FEE REMISSION BENEFITS FOR RESIDENTS EMPLOYED AT 25% TIME OR MORE</b>				
Fee Remission I – Tuition	<b>\$11,442.00</b>	<b>\$3,814.00</b>	<b>\$3,814.00</b>	<b>\$3,814.00</b>
Fee Remission II – Student Services Fee	<b>\$1,128.00</b>	<b>\$376.00</b>	<b>\$376.00</b>	<b>\$376.00</b>
Health Insurance	<b>\$4,720.11</b>	<b>\$1,573.37</b>	<b>\$1,573.37</b>	<b>\$1,573.37</b>
<b>Total</b>	<b>\$17,290.11</b>	<b>\$5,763.37</b>	<b>\$5,763.37</b>	<b>\$5,763.37</b>
<b>TOTAL BALANCE TO BE PAID BY THE STUDENT</b>				
Continuing student only	<b>\$466.19</b>	<b>\$156.40</b>	<b>\$155.40</b>	<b>\$154.39</b>
New Entering PhD students only	<b>\$566.19</b>	<b>\$256.40</b>	<b>\$155.40</b>	<b>\$154.39</b>
New Entering Master’s students only	<b>\$546.19</b>	<b>\$236.40</b>	<b>\$155.40</b>	<b>\$154.39</b>

### **3. Who qualifies for fee remission?**

To be eligible for fee remission as an LPPI Policy Fellow, graduate students must:

- Be registered/enrolled in at least 12 units continuously for the term(s) of appointment;
- Have a minimum 3.0 cumulative GPA at the time of hire;
- Work at least 25% time, or an average of 10 hours per week, and no more than 50% time, or an average of 20 hours per week\*; and
- Be supervised by an LPPI-affiliated UCLA faculty member.

At this time, LPPI is only able to provide fee remission for master's and PhD students who qualify for resident tuition.

\*LPPI Policy Fellows may work up to 100% time, or 40 hours, during academic breaks.

### **4. How do I apply for fee remission?**

The LPPI Deputy Director will initiate the process for fee remission, working with the appropriate staff at the UCLA Luskin School of Public Affairs (or other graduate school staff, as necessary). You may be asked to supply or confirm such academic information as: degree status; UCLA GPA; graduate units completed to date; graduate units planned for upcoming terms of enrollment; and residency, as established and used by the University to determine your tuition rate.

Before fee remission can be processed, students will review and sign a Statement of Understanding, indicating that they understand their fee remission benefits and University eligibility requirements.

### **5. Do I still receive hourly wages if I am receiving fee remission?**

LPPI Policy Fellows who are classified as Graduate Student Researchers for the purpose of receiving fee remission will transition from hourly wages to a monthly salary, consistent with Step IV of the Graduate Student Researcher pay scale. Current pay scales for all academic apprentice personnel are listed [here](#).

As salaried staff, Fellows will no longer need to complete weekly timesheets. Instead, Fellows will be automatically paid monthly, on the first of every month. Fellows who are hired 25% time will receive 25% of the monthly salary indicated in Step IV of the Graduate Student Researcher [pay scale](#), less taxes.

In general, LPPI will hire Fellows at 25% time with the expectation that they work an average of 10 hours per week during the academic year. LPPI recognizes that fellows may work less than 10 hours on some weeks (e.g., during finals), and more than 10 hours on other weeks. LPPI strives to maintain reasonable expectations about work hours and academic commitments.

Note: On some occasions, Fellows will be hired at a higher percentage time when the expected average number of work hours per week is higher. For instance, a Fellow might be hired at 49% time if they average 19.5 hours per week. In this case, the Fellow would be paid 49% of the monthly salary for a Step IV Graduate Student Researcher.