

# UC Berkeley Pre-College Scholars Commuter Program Terms and Conditions Form 2025

## Terms and Conditions

Thank you for applying to the UC Berkeley Pre-College Scholars: Commuter Track. This form outlines important agreements and expectations to ensure a smooth and successful experience for all participants. Please read each section carefully and acknowledge your understanding of the program's policies, housing arrangements, and community standards. Your agreement to these terms is essential for your participation in the program.

Admission to the program is conditional on compliance with program eligibility requirements & University policies, and may be revoked at the discretion of the Dean of Extended Education.

It is required that you, the student, as well as your parent/guardian review, accept, and sign this form prior to being considered for admission to the program. We strongly recommend that you retain this document for your records.

## Program Admission

Applications are reviewed by program staff on a rolling basis and may take between 5-7 business days to be processed. Incomplete applications will not be reviewed and will delay your admission to the Program. Please be sure to check your email regularly as staff will email you regarding incomplete application materials.

You will be notified of admission to the program via the email used in your application and your program admission will be immediately processed.

## Student Accounts

Approximately 48 hours after admission, you will receive an email with your Student ID number and instructions for setting up your CalNet ID and passphrase. Please do this immediately to complete your admission process.

## CalCentral Account

Once you create your CalNet ID and passphrase, you will be able to log in to CalCentral, your main student dashboard. CalCentral is where you will access information about your UC Berkeley student record, enroll in courses, complete required tasks, and pay your fees. Failing to complete these tasks in a timely manner will interfere with your ability to participate in the program.

You must complete the Student Financial Agreement task prior to being able to enroll in classes.

## bMail account

You will be automatically assigned an @berkeley.edu email account based on your CalNet ID. All official communication will be sent to your berkeley.edu email address. You are strongly encouraged to check it daily to ensure you do not miss important communication, such as billing notices, course information, etc.

\_\_\_\_\_ (Student's initials) \_\_\_\_\_ (Parent's initials) I understand that I am required to complete all necessary tasks prior to finalizing my enrollment in the program and ensure that my student information remains accurate and up-to-date throughout the program duration.

\_\_\_\_\_ (Student's initials) \_\_\_\_\_ (Parent's initials) I understand that my Berkeley email address will be the primary means of communication for all program-related matters, and I am responsible for checking it regularly.

## Program Payment, Fees, and Refunds

### Tuition & Fees

UC Berkeley Pre-College Scholars: Commuter Track participants are charged the same fees and tuition as the standard UC Berkeley Summer Sessions visiting student. Students are charged per-unit tuition based on the number of units they are enrolled in. Students are also charged Summer Session fees including a Registration Fee, Document Management Fee, International Service Fee (if applicable), etc. See more information on our [Summer Sessions Fees](#) webpage (select Domestic Visitors or International Visitors).

These fees will be charged immediately upon enrollment into courses.

The cost of any necessary flights to and from the Bay Area, textbooks, course materials fees, health center fees, and all other miscellaneous or personal expenses are in addition to any tuition or student fees.

## Payment Deadlines

Your fees will be billed in your CalCentral account upon enrollment. All tuition and fees must be paid within **seven calendar days** or you will be dropped from your courses. Please allow 3-5 business days for payment processing time. Failing to receive payment on time will result in being dropped from class(es) without any guarantees that you will be able to re-enroll to the same courses and/or associated sections.

Note: For information on options available for paying charges on your student account visit our Student & Billing Services webpage [here](#). Fee Payment Plan and Third Party Contracts are not accepted payment options for Pre-College Scholars students.

## Drop for Non Payment Policy

All Summer Sessions fees must be paid in full within seven days from when you enroll in classes, or you may be dropped from your classes.

The Drop for Non Payment process runs only up to 1 week prior to the beginning of each session. Adding or enrolling in a class just before the class begins or during the first week of the session means you accept financial responsibility and are solely responsible for dropping it before appropriate deadlines if you do not plan to attend.

\_\_\_\_\_ (Student's initials) \_\_\_\_\_ (Parent's initials) I understand that payment is due within seven days of enrolling in classes. Failure to submit a payment within the seven day window may result in being dropped from all of my classes.

## Other Fees

Students may incur other fees such as health center visits, library fees, etc. All miscellaneous or personal expenses are the responsibility of the student.

Students enrolled in other special programs, including but not limited to, Summer Abroad or Global Internship program, programs by the College of Environmental Design, professional programs by Haas School of Business or Berkeley Law, may pay additional fee(s) and are subject to additional or separate policies not outlined on the Summer Sessions' website.

Students are expected to resolve any outstanding balances for other fees in their [CalCentral](#) account prior to the end of their summer term.

\_\_\_\_\_ (Student's initials) \_\_\_\_\_ (Parent's initials) I understand that I am responsible for resolving any additional fees prior to the conclusion of the program.

## Program Cancellation/Withdrawal

To cancel or withdraw your participation in the program and your courses, you must submit a Term Cancellation/Withdrawal Request in your CalCentral account. Writing an email or talking to program staff about your intention to cancel is not considered an official request.

Note that financial liability is determined by when you submit your Term Cancellation/Withdrawal Request. See below.

## Financial Liability and Refunds

The Application Fee for non-UC visiting students is strictly non-refundable, even if a student cancels or withdraws from Summer Sessions.

For international students, the International Service Fee becomes non-refundable once a Certificate of Eligibility (I-20) has been issued.

**Cancellation:** Each Summer Session has a cancellation [deadline](#), usually the day **before** the session begins. Cancellation means dropping all enrolled and/or waitlisted classes in all sessions **before the cancellation deadline of your first session**. If you submit your Term Cancellation/Withdrawal Request before the Cancellation deadline, your tuition and fees will be refunded.

**Withdrawal:** Each Summer Session also has a drop/withdrawal/tuition refund [deadline](#), usually 1-2 weeks after the start of the session. Withdrawal means you are dropping all courses in all sessions **after your earliest session begins**. Tuition may be refunded if courses are dropped by the tuition refund

deadline, but all other fees become non-refundable. If you submit your Term Cancellation/Withdrawal Request before this deadline, your tuition (but not student fees) will be refunded.

Failure to make payment in no way excludes a student from financial liability and is not considered an official cancellation from the program. You will continue to owe all program fees if you cancel or fail to pay after the cancellation deadline.

Fees that are outstanding for more than 60 days will result in a hold on a student's account that will prevent future registration and enrollment. Additionally, after the term ends, students who have a past due balance may face additional collection action including placement with the California Franchise Tax Board and with collection agencies. Student accounts placed with a collection agency may be reported to one or more credit bureaus without further notification. Once referred to a collection agency, you will be referred to that agency for payment arrangements. See [Student Billing Delinquent Accounts](#).

Policy Exceptions: We understand that situations occur that may prevent you from attending or completing the program. See more information on our [Policy Exception process](#).

\_\_\_\_\_ (Student's initials) \_\_\_\_\_ (Parent's initials) I understand that failure to pay is not considered an official cancellation from the program and I will continue to owe all program fees if I cancel or fail to pay after the cancellation deadline.

Visit our Summer Sessions deadlines [webpage](#) for more information on cancellation/withdrawal deadlines.

## Course Enrollment

### Enrollment Process

Students are responsible for enrolling themselves into courses via CalCentral. The Berkeley Summer Sessions office and the course instructor are **NOT** authorized to make enrollment changes on the student's behalf. Students are expected to drop courses they do not wish to attend, including waitlisted courses. If you do not drop an enrolled or waitlisted course, you will be responsible for paying for the course. You may also receive an "F" grade on your UC Berkeley transcript.

## Waitlisted Courses

You are not assessed fees for the waitlisted course until you have been enrolled in the course. You will receive a notification to your @berkeley.edu email account when you have been enrolled into the course. You are responsible for paying for the course once enrolled. Please review your waitlisted courses in [CalCentral](#) and drop the waitlisted course before the deadline to drop for refund in order to avoid paying for the course. Click [here](#) to learn more about waitlisted courses.

## Course Cancellation

Although very few courses are canceled, UC Berkeley Summer Sessions reserves the right to cancel a course if it has not enrolled to an adequate level prior to the beginning of the course's instruction. Adequate course enrollment is determined by Berkeley Summer Sessions' sole judgment. The sponsoring academic department may also cancel courses based on their internal criteria. In the case of course cancellation, all enrolled students are notified by email.

\_\_\_\_\_ (Student's initials) \_\_\_\_\_ (Parent's initials) I understand that course enrollment is my responsibility and I must adhere to all course add and drop policies and deadlines. I must regularly verify my enrollment status in CalCentral. Failure to make course changes by the appropriate deadlines may result in financial liability and academic consequences.

## Health and Wellness

All students are required to have valid health insurance coverage for the duration of the program. If you do not have health insurance, you should purchase coverage before the start of the program. For suggestions regarding health insurance options, please visit the University Health Services website.

## Agreement to Terms & Conditions

By signing this document, you certify and acknowledge that you have reviewed and accept all terms and conditions published on the Pre-College Scholars and Summer Sessions website, in your application, and the policies highlighted above.

If you have any questions about these policies, please review our [Pre-College Scholars Help Center](#) or contact [precollege@berkeley.edu](mailto:precollege@berkeley.edu) prior to signing this agreement.

I have read and understood the provisions of this agreement, and understand that I am free to obtain advice from legal counsel of my choice, at my expense, to interpret these provisions. By signing below, I acknowledge that I have freely and voluntarily entered into this agreement.

I, \_\_\_\_\_ (Custodial Parent/ Legal Guardian), hereby

First Name

Family Name

certify that I am the parent or guardian of the person named above, and I do hereby give my consent without reservation to the foregoing on behalf of them.

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Signature of Custodial Parent / Legal Guardian

First Name

Family Name

Date

I have read, understood, and agreed to the terms of this agreement: \_\_\_\_\_ (Student's initials)

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Signature of Student

First Name

Family Name

Date

**IMPORTANT: Your application will not be complete until all forms are signed electronically via DocuSign by both the Student and the Custodial Parent / Legal Guardian. The DocuSign packet will be first sent to the student's email address to add their signature, then when completed the packet will be sent to the Parent/ Legal Guardian's email address to add their signature. It is the student's responsibility to ensure that the email addresses of both the Student and the Parent/ Legal Guardian provided in the application are correct.**

*Please address any questions regarding this form to [precollege@berkeley.edu](mailto:precollege@berkeley.edu).*