



La Sierra University Tuition Benefit Form
Hourly Employee Spouse

All applicants must review the policy and procedures on subsequent pages. Once completed, bring form to HR.

Quarter: Year: Do you intend to enroll for future quarters: Yes No

Student Information

Form fields for Student Information: Last Name, First Name, MI, Student ID #, Street Address, City, State, Zip

Employee Information

Form fields for Employee Information: Last Name, First Name, MI, Employee ID #, Department

Course Information (Please check all that apply)

- Undergraduate Course(s) Graduate Level Course(s) Credit Audit

College or School you will be attending:

- College of Arts & Sciences HMS Richards Divinity School School of Education Zapara School of Business Other:

Course(s) are part of a Degree Program: Y N If yes, Program of Study:

Table with 6 columns: CRN, Department, Course #, Course Title, Days/Time, Units

Number of units used previously this year:

Table for units used: Summer, Fall, Winter, Spring; UG, GRAD

Spouse must formally register for ALL courses. This form does NOT formally register you.

Employee Signature

I certify that the information contained in this application is correct and complete. I am aware that I must make it known to the Office of Human Resources and/or Student Financial Services if there are any adjustments to the information above.

Employee Signature Date

Spouse Signature

I understand that I am responsible for payment to the University of any disallowed amount (such as off-campus and cohort program classes, laboratory and or studio fees, etc.) and or the maximum allowed benefit amount has been exceeded. I

also understand that this form must be completed prior to my class start date and that submitting this form does not guarantee reimbursement or eligibility to register.

Spouse Signature

Date

For HR Use ONLY

This employee is a full-time benefit eligible hourly employee, entitled to this benefit.

HR Signature

Date

Employee has **MORE THAN 4 Years** of La Sierra University service

Graduate Level Course(s)? Yes No If YES, send copy to Payroll Payroll Copy emailed to SFS Copy given to employee

SFS Use ONLY

Tuition: _____ -4 free _____ = _____
Date Enrolled _____ Units _____

½ bal = _____ + _____ = _____
Account # Charged 5030-71033 SFS Signature _____ Date _____

Eligibility

1. Spouses of full-time hourly employees are eligible for no more than **6 units per term** (quarter or summer session), no more than **2 classes per term**, and no more than a maximum of **8 units per year**. Spouses are also eligible to receive a **50% reduction for up to 8 additional units (8 units at 50% = 4 additional units) after the employee has 4 years of full-time La Sierra University employment**.
2. Eligibility for this benefit is not cumulative or retroactive and applies only to the scholastic period being applied for.
3. For the spouse to be eligible for this benefit, the employee must have worked a minimum average of 72 hours per pay period for the proceeding **6 pay periods** prior to registration day.
4. A signed and completed form, does not guarantee reimbursement or eligibility to register.

Specifications

1. This benefit applies to course work taken at La Sierra University.
2. Off-campus Criminal Justice Program, ALL Cohort Programs, Study Tours and Distant Learning (online) courses are excluded.
3. Employee must pay all fees outside of tuition for laboratory and studio courses (i.e., private music lessons, PE fees, lab fees in Art, and Science classes). Charges for materials and field trips are paid by the enrollee.
4. The applicant must qualify scholastically for the work to be taken in any school and in any course in which admission is requested.
5. Admittance to a "limited enrollment" course is possible only if there is room after all regular tuition paying students have been accommodated.
6. If the number of regular tuition paying students does not justify offering a course, it will not be offered for the convenience of additional enrollees who are entitled to this tuition benefit. Also, the free tuition benefit may not be applicable if a low student/faculty ratio exists in a particular course, and never if the student/faculty ratio is 1:1.
7. This benefit must be coordinated with all other financial aid, and may be pro-rated if other tuition-only aid is received (such as the SDA Membership Award).

Registration Classifications

1. Regular: A regular student is one who has satisfied all prerequisites and is registered for a standard curriculum leading to a degree or certificate. The regular student is subject to strict application of academic standards and policies.
2. Non-degree: A non-degree student is one who enrolls for selected courses for personal or professional purposes without application toward a degree. Consent for enrollment as a non-degree student is granted by the department with the endorsement of the school teaching the course.
3. Audit: Certain courses may be audited. Consent for enrollment as an auditor is granted by the department with the endorsement of the school teaching the course. An audit may not be converted to credit after the 14th day of the term.

Tax Implications

- Undergraduate courses for spouses are excluded from Federal and State taxes under IRC § 117(d).
- Graduate courses for spouses are taxable to the employee.