

Tuition Benefit Provisions - Salary Employee Graduate Level Course

Eligibility

1. Full-time salary 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 **16 per year**. Employees are also eligible to receive a **50% reduction for additional units** up to **4 per term**, to a maximum of **16 units** per year.
2. Prior approval from the supervisor is required.
3. Eligibility for this benefit is not cumulative or retroactive and applies only to the scholastic period being applied for.
4. A signed and completed form does not guarantee the ability to register for the class.

Specifications

1. This benefit applies to course work taken at La Sierra University.
2. Distance Learning courses, private lessons, laboratory courses, extension courses and other activity and studio courses are excluded. Charges for materials and field trips are paid by the enrollee.
3. The applicant must qualify scholastically for the work to be taken in any school and in any course in which admission is requested.
4. Admittance to a "limited enrollment" course is possible only if there is room after all regular tuition paying students have been accommodated.
5. 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 ration exists in a particular course, and never if the student/faculty ration is 1:1.
6. If a class conflicts with an employee's work schedule, supervisory/chairman approval must be obtained and indicated.

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.