La Sierra University Tuition Benefit Form
Salary Employee *Spouse*
Undergraduate Level Course

Please read and understand the provisions accompanying this form, or on the reverse side ***BEFORE*** completing this form. Please bring completed form to the Human Resources Office.

Complete the following:

Applicant ID #: _____

Employee ID #: _____

Last Name, First Name: _____

Last Name, First Name: _____

Street Address: _____

Department: _____

City, State, Zip: _____

5030-71033
Account # To Charge

Department	Course #	Course Title	Days/Time	Units

☐ Summer ☐ Fall ☐ Winter ☐ Spring

☐ Credit ☐ Audit

Free tuition units used previously this year: _____

Employee: I agree that my spouse may use this benefit.

Employee's Signature Date

HR USE ONLY
DO NOT WRITE BELOW THIS LINE

HR: This employee is a full-time benefit eligible faculty employee with ☐ **Less Than** or ☐ **More Than** 4 years of La Sierra University service, entitled to this benefit. .

Copy sent to SFS? ☐ Yes Told employee to take copy to records? ☐ Yes

Human Resources Signature Date

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

1/2 bal = _____ + _____ = _____

Student Financial Services Officer Date

Tuition Benefit Provisions - Spouse of Salary Employee
Undergraduate Level Course

Eligibility

1. Spouse of 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**. They will also be eligible to receive ***50% reduction for additional units*** up to **4 per term**, to a maximum of **16 units per year** after the employee has **4 years** of La Sierra University employment.

2. Eligibility for this benefit is not cumulative or retroactive and applies only to the scholastic period being applied for.

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. Exemption does not apply to the spouse who is a full-time student.

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.

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.