

All applicants must review

also understand that this form must be completed prior to my class start date and that submitting this 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 _____

1/2 bal= _____ + _____ = _____ 503071033
Account # Charged _____ 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,