

La Sierra University Tuition Benefit Form
SalaryEmployeeSpouse

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

Last Name First Name MI StudentID #

Street Address City State Zip

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

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

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

Eligibility

Spouses of 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 units per year.