

Loma Linda University
 CH-Children's Hospital
 MC- Medical Center
 MC-M- Medical Center-Murrieta
 UHC- University Health Care
 USS- University Shared Services



Student ID _____
 Schl/Prgm _____
 Units _____
 Amount \$ _____
 Date/Intl _____

Tuition Benefit-Allowance Application

CLASSES TAKEN AT LOMA LINDA UNIVERSITY

Eligibility: Full-time benefitted employees of: CH, LLU, MC, MC-Murrieta, UHC, USS and spouses of full-time LLU employees

*Benefit Limitations: \$5,250 per calendar year
(January – December)*

<input checked="" type="checkbox"/> EMPLOYEE INFORMATION	
Employee ID# _____	Employee Name: _____
Address: _____ City: _____ State: _____ Zip: _____	
Contact #: (____) ____ - _____ Extension: _____ LLU Email: _____@llu.edu	

WHO IS USING THIS BENEFIT?
<input type="checkbox"/> EMPLOYEE <input type="checkbox"/> SPOUSE (FOR LLU EMPLOYEES ONLY)* ▪ Spouse Name: _____ <small>*If you are the spouse of a University employee and wish to use Employee Spouse Tuition Benefits, then the employee must enter your information, including SSN, in LEAD in the following location: Me → Benefits → Before You Enroll → People to Cover.</small>

QUARTER/YEAR
<input type="checkbox"/> Summer <input type="checkbox"/> Winter <input type="checkbox"/> Fall <input type="checkbox"/> Spring SCHOOL YEAR: _____ / _____

<input checked="" type="checkbox"/> COURSE INFORMATION			
	PREFIX:	NUMBER:	TITLE:
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

I have read the requirements on the back of this form and agree that this application DOES NOT guarantee eligibility for, or payment of, tuition benefits. Eligibility will be verified upon course completion. Should I fail to meet any one of the requirements, I will be responsible for the tuition payment in full.

Employee Signature

Date

-----Official Use Only-----

Student Finance		
Program: _____	Grade: _____	Amount: \$ _____

REQUIREMENTS

- Employees must be full-time, benefit-eligible for six consecutive pay periods working a minimum of 72 hours (LLU) or 70 hours (CH, MC, MC-M, UHC & USS) per pay period prior to the day of registration. In addition, this full-time, benefitted status must be maintained for the duration of the term. All hours worked must be in a benefit-eligible position.
- Employees may receive a maximum tuition benefit of \$5,250 per calendar year (January – December) for classes taken at Loma Linda University. Annual benefit includes reimbursement for textbooks and tuition from other institutions.
- A spouse of a full-time benefit eligible LLU employee can receive a maximum tuition benefit of \$5,250 per calendar year (January – December) for non-block classes taken at Loma Linda University only. Spouse tuition benefit has a separate \$5,250 allowance from the employee benefit.
- The course *end date* determines the calendar year in which the benefit will be applied. The calendar year runs from January 1st – December 31st.
- A minimum grade of “C-” is required for all undergraduate classes, and a minimum grade of “B-” for all graduate classes, for the benefit to be paid.
- The tuition payment is not to exceed \$5,250 per calendar year. Limit includes processed textbook reimbursements and/or processed reimbursements from another institution for the same benefit year.
- Tuition reimbursement is not cumulative, retroactive, or transferable.
- All classes taken must be listed in the current year catalog in order to receive tuition allowance.
- Tuition allowance shall not apply to courses previously paid under the benefit (repeat coursework).
- This form is to be given to Student Finance at the time of registration in lieu of payment.
- The fee for dropping a class late is at the employee’s expense (If the drop occurs after the 100% refund time period).
- Refer to one of the following policies for more information: I-51 (LLU), K-24 (MC & USS), CH-K-24 (CH), M-K-24 (MC-M) or HR-47 (UHC)

Workshops, seminars, private lessons, parking fees, audited classes, late registration fees, travel expenses, lab fees, books*, recording fees, postage, supplies, and other miscellaneous expenses are *excluded* from this tuition allowance benefit.

* Textbooks reimbursements must be submitted through LLEAD once the term is completed.

Non-Degree Registration Steps:

Non-degree registration instructions and forms can be found online by first going to <http://myllu.llu.edu> and then clicking on the “Students” tab near the top left corner. The non-degree registration link is available under the Student Forms section. For questions regarding the non-degree registration process, contact University Records at (909) 558-4508 (extension 44508) or email registrar@llu.edu.

Student finance will not accept this form until all previous registration steps have been completed.