

- Loma Linda University
- BMC- Behavioral Medical Center
- CH-Children's Hospital
- MC- Medical Center
- MH- Murrieta Hospital
- HEC- Healthcare Education Consortium
- 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

*Available for full-time benefit eligible employees and their spouses only (LLU)  
→8 units per fiscal year (July 1st – June 30<sup>h</sup>)*

*Available for full-time benefit eligible employees only (BMC, CH, HEC, MC, MH, UHC and USS)  
→8 units 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?	QUARTER/YEAR
<input type="checkbox"/> EMPLOYEE <input type="checkbox"/> SPOUSE (FOR LLU EMPLOYEES ONLY) ▪ Spouse Name: _____	<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:	UNITS:
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*

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**Official Use Only**  
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Student Finance				
Program:	_____	Grade:	_____	Units: _____ Amount: \$ _____

## **REQUIREMENTS**

- Employees must be full-time, benefit-eligible for six consecutive pay periods working a minimum of 72 hours (LLU) or 70 hours (BMC, CH, HEC, MC, MH, 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 obtain a tuition benefit for a maximum of eight (8) units of course work per fiscal year (LLU) or calendar year (BMC, CH, HEC, MC, MH, UHC & USS) for classes taken at Loma Linda University. This includes units taken at another regionally accredited institution.
- A spouse of a full-time benefit eligible LLU employee can obtain tuition benefit for a maximum of eight (8) units of course work per fiscal year (July 1<sup>st</sup> through June 30<sup>th</sup>) for non block classes taken at Loma Linda University only.
- The course *end date* determines the fiscal/calendar year in which the course will be reimbursed. The fiscal year for LLU runs from July 1<sup>st</sup> – June 30<sup>th</sup>. The calendar year for BMC, CH, HEC, MC, MH, UHC & USS runs from January 1<sup>st</sup> – December 31<sup>st</sup>.
- 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 the LLU cost per unit.
- Tuition reimbursement is not cumulative or retroactive.
- All classes taken must be listed in the current year catalog in order to receive tuition reimbursement.
- Tuition reimbursement shall not apply to a course 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), BK-24 (BMC), K-24 (MC, HEC & USS) 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 benefit.

### **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](mailto:registrar@llu.edu).

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