MC
Loma Linda University Medical Center

TUITION REIMBURSEMENT APPLICATION

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One school per application. Multiple classes must have same beginning and ending class date.

Note: To meet Payroll deadlines, this form must be submitted to HRM-Benefits by Thursday at 4:30pm

Academic Information

School: ______________________________

Course Number/Title(s):
________________________________
________________________________
________________________________

Beginning Class Date: ___/___/_____

Ending Class Date: ___/___/_____

Quarter/Semester:
 Fall
 Winter
 Spring
 Summer

Course Level:
 Graduate
 Undergraduate

Please check one or both boxes to specify the reimbursement for which you are applying.

☐ Tuition Reimbursement

Units:     12345678

Price Per Unit: $__________

or Flat Fee: $__________

Total Tuition Reimbursement: $__________

Payment will not exceed LLU cost per unit.

Please attach copies of:
 Grades
 Proof of price per unit or flat fee for applicable school year
 Itemized tuition receipt

☐ Textbook Reimbursement

Course Number/Title:
________________________________________
________________________________________
________________________________________

Price Per Unit:

or Flat Fee:

Total Textbook Reimbursement: $__________

Please attach copies of:
 Grades
 Course syllabus listing required textbook(s)
 Itemized textbook receipt

I have read the requirements on the back of this form. Eligibility will be verified upon course completion. I understand I will be reimbursed through my paycheck. Should I fail to meet any one of the requirements, I will not be reimbursed and my application will be returned to me.

_________________________  _________________________
Employee Signature        Date

HRM USE ONLY

Before class avg: _______  Record #:_________  Amt pd. Tuition: $__________  Entered: ___/___/___

During class avg: _______  PPE:___/___/___  Amt pd. Text: $__________  Initials:___________
TUITION REIMBURSEMENT
Eligibility & Application Guidelines

- Available to full-time benefit eligible employees only.

- A minimum average of 70 hours of work per pay period for six pay periods prior to registration day is required. In addition, a minimum average of 70 hours per pay period must be maintained for the duration of the term.

- Applications must be submitted to HRM within six months of course completion.

- Coursework must be completed at a college or university accredited by the Western Association of Schools and Colleges (WASC), or one of the other regional accrediting bodies.

- The course end date determines the calendar year in which the course will be reimbursed. The calendar year for BMC, CH, MC, IEC, UHC and USS runs from January 1st – December 31st.

- Full-time (at least 70 hours per pay period) benefited employees are eligible for a total of eight (8) units/credits during the calendar year (January to December).

- If tuition charges are based on a flat rate, the reimbursement is based on the actual cost per unit of credit received.

- Tuition paid by grants and/or scholarships are not eligible for reimbursement.

- A minimum grade of C-, Satisfactory, or Pass is required for undergraduate coursework. A minimum grade of B-, Satisfactory, or Pass is required for graduate coursework.

- An itemized receipt showing amount paid for tuition is required.

- Textbook reimbursement is limited to $300.00 per calendar year (January to December). Textbooks must be required or recommended as stated in the course syllabus, in order to be eligible for reimbursement.

- Coursework which requires traveling outside of the United States is not eligible for reimbursement.

- Tuition/textbook reimbursement is not cumulative or retroactive.

- Refer to policy K-24 for more information.

   - Note: Retirement contribution deductions do include tuition reimbursements. To ensure a full reimbursement call HRM-Benefits to submit a One-Time Change Form to stop your contribution.

Workshops, seminars, private lessons, parking fees, registration fees, travel expenses, lab fees, recording fees, postage, supplies, and other miscellaneous expenses are excluded from this benefit.