

**La Sierra University
Educational Allowance Application**

According to the La Sierra University Educational Allowance policy, eligible employees may apply for Educational Allowance for their never married, dependent children (including legally adopted children). Such benefit is limited to the never married dependent children of either spouse.

Upon completion, Human Resources will process the authorized form and will submit a copy to the Office of Student Financial Services for payment onto the student's account after registration.

Parent Information:

Name: _____ ID#: _____

Student Information:

<u>Name</u>	<u>ID#</u>	<u>Grade</u>	<u>Summer</u>	<u>Fall</u>	<u>Winter</u>	<u>Spring</u>	<input type="checkbox"/> Dorm	<input type="checkbox"/> Off-campus
_____	_____	_____	_____	_____	_____	_____		
_____	_____	_____	_____	_____	_____	_____		
_____	_____	_____	_____	_____	_____	_____		

My spouse is is not denominationally employed. Employer Name (of spouse, if applies) _____

NOTE: The policy limits this allowance benefit to one per student for each school term regardless of whether one or both parents are eligible to apply.

This is to certify that I contribute more than 50% of the support for each of the above listed never married, dependent child(ren), that I claim him/her as an exemption on my federal income tax return and that he/she qualifies for the Scholarship Grant policy.

Employee Signature Date

Please Complete and Return to the Office of Human Resources prior to registration.

FOR HUMAN RESOURCES OFFICE ONLY:

This is to certify that _____ is currently employed by La Sierra University, and that his/her dependent children are entitled to the Educational Allowance Benefit for the current school term according to the La Sierra University Educational Allowance Policy.

Salaried Faculty

<u>Name</u>	<u>Eligible for Educational Allowance?</u>		<u>Eligible to Receive %</u>
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____

NAD _____ % _____

LSU _____ % _____

Human Resources Officer Signature Date

Tuition Assistance for Dependent Children

Tuition assistance is available for the unmarried, dependent children of full-time salaried employees.

Conditions for Eligibility:

1. For tuition assistance, the student must be:
 - a. unmarried dependent of a full-time salaried employee.
 - b. less than 24 years of age, unless the student has given compulsory military service or volunteer service for the church, or has documented medical condition which has delayed the dependent's education.
 - c. Eligible to be claimed as a dependent on the employee's income tax return.
 - d. Born to, or legally adopted by, a salaried parent, or be a stepchild by marriage receiving less than 50% of support from the natural parents.
2. The dependent is enrolled in a Seventh-day Adventist school including elementary or secondary school, undergraduate postsecondary school, including undergraduate technical or professional school, or a fifth college year required for professional certification or credential at the time for which the assistance is paid.
3. A dependent who is enrolled at La Sierra University and is a Cal Grant recipient has access to a fund for miscellaneous educational expenses.
4. In cases where an undergraduate level program of study is not offered in a Seventh-day Adventist school in the North American Division, assistance may be granted for attendance at a non-Seventh-day Adventist school.
5. The maximum college and university assistance will be for fifteen (15) quarters. Assistance will stop at the completion of a bachelor's degree unless the dependent is working on a teaching credential. Up to three additional quarters of assistance is allowed for taking post-baccalaureate classes that apply toward a teaching credential (these quarters count toward the fifteen maximum).
6. Following the death of the salaried employee parent, tuition assistance will continue for one academic year.

Rate of Assistance:

1. La Sierra University:
 - a. 100% on tuition and the fees required of all students. Information on required fees is available from the Student Financial Services Office.
 - b. In addition Cal Grant recipients have available up to \$1000.00 per year for items that may include: fees not required of all students, required textbooks and supplies purchased at the La Sierra University Bookstore; and La Sierra University sponsored academic trips. Information on currently allowed expenses (which may be different from the examples listed above) and the appropriate manner of reporting them is available from the Student Financial Services Office.
2. Other Seventh-day Adventist schools: 70% for residence hall students and 35% for students not in the residence hall on tuition of attending institution.
3. Adventist College Abroad: Based on the percentages of (2) above, using the host institution rates as the basis of computation for a period not to exceed four years, regardless of the home campus.
4. Non-Seventh-day Adventist schools: Based on the percentages of (2) above, using the host institution rates as the basis of computation not to exceed the amount which would normally be granted for attendance at a Seventh-day Adventist school in the same geographic area.

Calculation and Payment:

1. The amount of assistance may be affected by state and federal tuition-assistance awards. Detailed information is available from the Student Financial Services Office.
2. For academy, college and university students, assistance is calculated on the gross charges for tuition and the fees required of all students, which is before family and other discounts, excluding a Seventh-day Adventist Discount.
3. Payment is made directly to the institution involved once each quarter, semester or summer term approximately half-way through the term.
4. When the spouse of a salaried employee is employed by another Seventh-day Adventist organization which also provides tuition assistance, the university and the other organization are each responsible for one-half of the assistance if the rate of assistance is the same at both organizations. When the rate of assistance is different the method of paying the assistance and dividing the cost is negotiated by the two organizations.
5. A portion of this benefit may be taxable and payroll taxes may be withheld. Detailed information is available from the Human Resources Department.
6. Tuition assistance application forms and additional information are available at the Department of Human Resources.