

- CH - Children's Hospital
- BMC- Behavioral Medical Center
- MC- Medical Center
- MC-M- Medical Center Murrieta
- HEC- Healthcare Education Consortium
- UHC- University Health Care
- USS- University Shared Services



**Administered By:**  
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 Employee Benefits  
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**Loma Linda University Health**  
**TUITION REIMBURSEMENT APPLICATION**

ID#	Last Name	First Name	
Mailing Address		City	State
		Zip	@llu.edu
Home Phone	Work Extension	Work Email Address	

*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. Please allow 1-2 pay cycles for processing.**

Academic Information			
School: _____ Course Number/Title(s): _____ _____ _____	Beginning Class Date: ____ / ____ / ____  Ending Class Date: ____ / ____ / ____	Quarter/Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer	Course Level: <input type="checkbox"/> Graduate <input type="checkbox"/> Undergraduate

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

<input type="checkbox"/> <b>Tuition Reimbursement</b>  Units:    1    2    3    4    5    6    7    8 Price Per Unit: \$ _____ <b>or</b> Flat Fee:    \$ _____ Total Tuition Reimbursement:    \$ _____ <b>Payment will not exceed LLU cost per unit.</b>  Please attach copies of: <input type="checkbox"/> Grades <input type="checkbox"/> Proof of price per unit or flat fee for applicable school year <input type="checkbox"/> Itemized tuition receipt	<input type="checkbox"/> <b>Textbook Reimbursement</b>  Course Number/Title: _____ \$ _____ _____ \$ _____ _____ \$ _____ Total Textbook Reimbursement:    \$ _____  Please attach copies of: <input type="checkbox"/> Grades <input type="checkbox"/> Course syllabus listing required textbook(s) <input type="checkbox"/> Itemized textbook receipt
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*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			
Benefit Status: _____	PPE: ____ / ____ / ____	Amt pd. Tuition: \$ _____	Entered: ____ / ____ / ____
Record #: _____	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, HEC, MC, MC-M, 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.