



# APU Faculty/Staff

## Graduate Educational Benefit

Please complete all fields on this form using a black or blue ink. \*This form needs to be completed only once per academic year that you plan to enroll in courses.

APU ID#: \_\_\_\_\_ Academic Program: \_\_\_\_\_

Name: \_\_\_\_\_  
*Last* \_\_\_\_\_ *First* \_\_\_\_\_ *M.I.* \_\_\_\_\_

**Please note the following information:**

Admission: Student must meet Graduate Admissions requirements as listed in the Graduate Catalog to qualify for this benefit.

Benefit Information:

- This is a tuition benefit only. All additional fees are the responsibility of the person using the benefit.
- The benefit applies to Fall, Spring and Summer Terms (i.e. Fall, Fall 1 and Fall 2 together are one benefit period).
- First 3 units have a 100% tuition discount and up to additional 3 units at a 75% discount taken during each Fall and Spring Terms. For the Summer, 50% tuition discount on up to 6 units. Any additional units taken are not discounted and full tuition will be the responsibility of the student.
- Doctoral courses are eligible only with the President's Cabinet approval.
- Adjunct/Part-Time Faculty are not eligible for this benefit. Only spouses of adjunct faculty are eligible for a 20% tuition discount.

Notification: Please notify Graduate Student Financial Services if any educational plan changes.

Awarding:

- Faculty/Staff Educational Benefit is an Institutional Aid.
- All Institutional Aid is subject to coordination with federal, state and institutional guidelines and policies. In some cases, this may result in the reduction or elimination of Faculty/Staff Educational Benefit and/or other financial aid.

Process:

- You should complete this form **BEFORE** you register. All past balances must be paid in full to register for future courses.
- This benefit will be applied to your student account **AFTER** the add/drop date for the term to which the benefit applies. This means your account may show an owing balance between the time you register for classes and the add/drop date.

More information: Please review the most current APU Employee Handbook for rules governing this benefit.

1. Employee name	Date of Employment (MM/YY)
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2. The benefit applies to:	<input type="checkbox"/> Self <input type="checkbox"/> Spouse
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3. APU Employee Position:	<input type="checkbox"/> Full-time Administrator <input type="checkbox"/> Board Member <input type="checkbox"/> Full-time Faculty <input type="checkbox"/> Full-time Staff ( <b>Limited to taking a maximum of six units each semester</b> ) <input type="checkbox"/> Adjunct/Part-time Faculty ( <b>Minimum of 3 years teaching with an average of 6 units per year</b> ) ➤ <b>Spouse only for 20% tuition discount</b>
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4. List the number of units	Fall	2013	#	Spring	2014	#	Summer	2014	#
you plan to take each	Fall 1	2013	#	Spring 1	2014	#	Summer 1	2014	#
semester.	Fall 2	2013	#	Spring 2	2014	#	Summer 2	2014	#
							Summer 3	2014	#

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**MAILING ADDRESS**

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