



# 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: Students 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 \_\_\_\_/\_\_\_\_/\_\_\_\_

2. The benefit applies to:  Self  Spouse

3. APU Employee Position:

- Full-time Administrator
- Board Member
- Full-time Faculty
- Full-time Staff (**Limited to taking a maximum of six units each semester**)
- Adjunct/Part-time Faculty (**Minimum of 3 years teaching with an average of 6 units per year**)
  - Spouse only for 20% tuition discount

4. List the number of units you plan to take each semester.	Fall 2012	# _____	Spring 2013	# _____	Summer 2013	# _____
	Fall 1 2012	# _____	Spring 1 2013	# _____	Summer 1 2013	# _____
	Fall 2 2012	# _____	Spring 2 2013	# _____	Summer 2 2013	# _____
					Summer 3 2013	# _____

\_\_\_\_\_  
Employee Signature (Required) Date