APPLICATION FOR EMPLOYEE FREE TUITION HOURS

Pacific Union College

One Angwin Avenue
Angwin, CA 94508

Human Resources
(707) 965-6231
(707) 965-6400 FAX

Student name:

_____
Last First Middle

Employee name: (*if different than student*)

_____
Last First Middle

☐ Salaried ☐ Hourly

Quarter: ☐ Fall ☐ Winter ☐ Spring ☐ Summer Year: _____

(Spouse applicant only) Will the employee also register for a class this quarter? ☐ Yes ☐ No

Will the course be taken for audit? ☐ Yes ☐ No

Class schedule: (Must be completed for supervisor approval)

_____ M T W TH F
Class Times Days (Circle)

_____ M T W TH F
Class Times Days (Circle)

_____ _____
Employee Signature Date

_____ _____
Department Chair/Director Signature (required prior to registration) Date

- Free tuition is granted to full-time employees. When both employee and spouse are full-time employees, each may register for a maximum of four hours. This benefit is not cumulative from quarter to quarter. If a full-time employee registers for fewer than four hours, the remaining hours may be added to the hours of coursework available to a spouse who is not a full-time employee; e.g., if the employee registers for two hours of coursework the spouse is then eligible to register for up to four hours.
- Free tuition applies only to regular courses. It does not cover costs associated with the ACA program, College sponsored tours, special programs, fees, textbooks, special materials, or private lessons. In addition, courses that are chronically over enrolled at PUC are generally not available for students receiving free tuition on a space-available basis. For more information about chronically over enrolled courses please contact the Records office.

For office use only:

Student ID Number: _____ Free Tuition Hours: _____ Amount: $ _____

Human Resources Approval: _____