APPLICATION FOR TUITION REMISSION

SPOUSE/DOMESTIC PARTNER

Legal spouses or domestic partners of eligible full time Faculty, Administration and Support staff may take advantage of the Whittier College and Whittier Law School tuition remission program. Full time is defined as regular work schedule of at least 32 hours per week, or full time faculty status. To qualify for this benefit, the employee must have completed one year of regular full time continuous service. All spouses or domestic partners must be admitted in accordance with regular College or Law School admission policies and procedures. Tuition remission for spouses and domestic partners is subject to the following condition; if a course has an enrollment limitation, other students will have priority over filing that limit. Summer courses and International study are excluded. No fees are covered by tuition remission. Examples of fees include, but are not limited to, application fees, transcript fees, room and board fees, international programs, graduate programs, teaching fees, overload fees, and music fees.

NOTE: All participants must receive a passing grade in their coursework to be eligible for these educational benefits. Participants who withdraw must do so within the published deadlines. Those who withdraw after the deadline or do not receive a passing grade will be responsible for the payment of tuition.

Applications for Tuition Remission must be submitted to the Human Resources Office no later than the end of the first week of class. This form is valid for one semester only. A new form must be submitted for each semester that the spouse or domestic partner is enrolled. By signing the application below, you acknowledge that you understand and will abide by the terms of the Tuition Remission Program.

College Employee Name (please print): ____________________________________________________

Classification (circle one): Faculty Administration/Professional Staff Support Staff

Student Name (please print): _____________________________________________________________

Student ID#: ________________________   Semester/Year: ________________________________

Student Email: __________________________    Phone #: ________________________________

Campus Location (circle one): Whittier College  Whittier Law School

Class Level (circle one): Freshman Sophomore Junior Senior Graduate

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<th>COURSE NUMBER AND TITLE</th>
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Employee Signature: ____________________________    Date: ____________________________

For Human Resources use only

Approved by: ____________________________    Date: ____________________________

REV. 09/2014