WHITTIER COLLEGE
APPLICATION FOR TUITION REMISSION
for
SPOUSES

Legal spouses of all full time college employees are eligible for tuition remission at Whittier College for undergraduate or graduate courses after the employee has completed one year of continuous employment. Full time is defined as a regular work schedule of at least 32 hours per week, or full time faculty status. If the spouse enrolls in graduate level courses, which are those beginning at the 500 series, applicable taxes will be deducted from the employee’s paycheck. According to Section ___ of the tax code.

Tuition remission for spouses is subject to the following conditions: a) If a course has an enrollment limitation, other students will have priority over spouses in filing that limit. In addition, spouses will not be counted toward the total enrollment upon which faculty compensation is based for Summer School and Extended Day classes; b) Spouses enrolled in certain courses or programs for which special fees are assessed will be responsible for the payment of such charges; c) All spouses must be admitted through the Office Admission as either a non-degree or degree-granting undergraduate, or through the Education Department for graduate and credential programs, following regular admission policies and procedures. Summer courses and Fees are excluded. International study abroad is excluded. No fees are covered by tuition remission. Examples of fees include but are not limited to application fees, transcript fees, lab fees, room and board fees, international programs, graduation fees, directed teaching fees, overload fees and music fees etc.

Note: All participants must receive a passing grade in their course work to be eligible for these educational benefits. Participants receiving an “F” or “No Credit” will be responsible for paying the tuition for the related course work. Participants who withdraw must do so within the published deadlines. Those who withdraw after the deadline will be responsible for payment of tuition.

Submit all three copies of the completed form to the Human Resources Department no later than the end of first week of class. This form is valid for one semester only. A new form must be submitted for each semester that the employee plans to attend.

EMPLOYEE’S NAME (Please Print) ______________________________________________________

CLASSIFICATION □ Faculty □ Administrative/Professional Staff □ Graduate

DEPARTMENT _________________________________________________________________

SPouse’s NAME (Please Print) ________________________________________________

SOCIAL SECURITY # ____________________________ STUDENT ID # ______________

SEMESTER/YEAR ____________ CLASS STANDING □ Undergraduate □ Graduate

<table>
<thead>
<tr>
<th>COURSE NUMBER and TITLE</th>
<th>UNITS</th>
<th>SCHEDULE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(For office use only)

APPROVED by ____________________________ DATE ____________________________

Director of Human Resources or designee

BUDGET ____________________________ AMOUNT __________________

White copy: Business Office Yellow Copy: Human Resources Department Pink Copy: Student Financing
Revised 07/05 (MDR)