



APPLICATION FOR TUITION ASSISTANCE
STAFF — LIMITED STATUS — PRE-ADMISSION

Year: _____
Semester: _____

Return to: Benefits Administration (UPC), CUB 2nd floor/Personnel Services (HSC), KAM 409

Employee Name _____
USC ID Number _____
Social Security Number _____
Job Title _____
School / Department _____
Campus Telephone Number _____
Email Address _____
NOTICE: Tuition Assistance for non-job-related graduate courses in excess of \$5250 per calendar year is taxable income to you. If you are enrolled in a graduate course, complete the Graduate Coursework Certification.
Undergraduate Graduate

COURSE INFORMATION:
Table with 4 columns: Course Number, G/UG, Course Title, Units

APPROVAL OF THE DEPARTMENT / SCHOOL IN WHICH THE COURSE IS OFFERED
The Department / School must approve a Limited Status enrollment.
Approved Denied
Signature of Authorized Signer for Dept/School Phone Email Date

PRE-ADMISSION APPROVAL*
The staff employee noted above is making satisfactory academic progress and the course(s) listed above will apply to his or her degree.
Undergraduate:
Director of Admissions Phone Email Date
Graduate:
Graduate Advisor Phone Email Date

*All pre-admission undergraduate students MUST have approval from the Director of Admissions, SAS 208.
*All pre-admission graduate students MUST have approval from their Advisor in the School in which they are attempting to enroll.
*All pre-admission candidates MUST attach a letter explaining their intent to apply for admission to a particular degree program. The course(s) listed above must be applicable to that degree program once admitted.
*Pre-admission candidates are limited to 16 units of undergraduate work or 12 units of graduate work.
I have read the current Tuition Assistance Benefit policy, and I am eligible to take one course for credit or audit per semester or summer term.
I am responsible for immediate payment to the University of any prorated amount of tuition assistance if a post-registration audit reveals that I changed my employment status during the semester(s) or summer term in which I received tuition assistance, tuition assistance has been applied to any ineligible tuition or fees, or the maximum allowed units of tuition assistance has been exceeded.
I certify the aforementioned is true and correct. I accept the terms and conditions of my use of the benefit. I understand misuse or misrepresentation may result in denial of tuition assistance.
Staff Employee's Signature Date

FOR OFFICE USE ONLY
BENEFITS ADMINISTRATION (UPC) / PERSONNEL SERVICES (HSC)
Eligibility TAB Input Tax Form Forwarded Date
Benefits Administration / Personnel Services Signature Date