EMPLOYEE REQUEST FOR CLASS ATTENDANCE

BYU Benefits Services • D240 ASB • ext. 2-4496 • fax. 2-0306 • karmen_diaz@byu.edu

1. Before completing this request, please read the tuition benefit information found on the reverse side of (or accompanying page to) this form. It reviews University policy regarding BYU class work. Requests to use the tuition benefit that do not conform to policy will not be approved.

Please initial here to indicate that you have read and understand these instructions.

2. Completion of this form does not grant either acceptance for admission or guarantee registration of classes. For Admissions and Registration information, please contact the following offices.
   Admissions contact: Admission Services, D-155 ASB (2-2507) or Evening Classes, 122 HCEB (2-2872)
   Registration contact: Registration, B-130 ASB (2-2824) or Evening Classes, 122 HCEB (2-2872)

3. If your class schedule includes any class between the hours of 7:00 A.M. to 5:00 P.M., TBA, thesis hours or dissertation hours, this Personnel Request for Class Attendance form must be completed and returned to Benefit Services before the add/drop deadline of the given semester. Note: Benefit Services cannot post the tuition to your financial account until this form is received.

4. Please complete the following:

   Mark full-time employment status:
   □ Faculty □ Administrative □ Staff

   Mark one semester/term:
   □ Fall □ Winter □ Spring □ Summer

   Indicate Year:
   □ 2017 □ 2018 □ 2020 □ 2021 □ 2022

   Please list all classes you are currently enrolled in, including audit classes, TBA, conferences and workshops, Independent Study, continuing education, thesis and dissertation hours. NOTE: If your schedule changes you must submit a new form.

   Total Credit Hours: ______ Not to exceed six hours per semester

   Note: If your class schedule changes, please complete and submit a new/updated form.

   Comments: ____________________________________________________________________________
   ______________________________________________________________________________________

   Employee Signature ______________________________________________________________________

   Date __________________________________________________________________________________

5. Required signatures: (Final approval rests with Benefits Services.)

   Department Chairperson or Supervisor ______________________________________________________________________

   Dean or Director ______________________________________________________________________________________

   Benefits Office Approval Date
   For Benefits Services Use Only
   02/2008
TUITION BENEFIT FOR FACULTY, STAFF AND ADMINISTRATIVE PERSONNEL
(See Personnel Tuition Policy and Procedures in the University Electronic Handbook)
https://policy.byu.edu – must log into MyBYU

ELIGIBILITY: As a full-time University employee, you are eligible to receive a full-tuition benefit. This benefit does not cover fees, books or other charges. Eligibility begins the semester/term of your hire date if you were hired by the add/drop deadline of that given semester or if you were hired after the add/drop deadline, your eligibility begins the following semester/term.

You must be admitted as a student through either Admission Services or the Evening Classes Office before you can register for classes. For information regarding admissions, please contact the following:

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<th>DAYTIME Section Classes, taken for GRADE</th>
<th>Admission Services</th>
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<td>D155 ASB</td>
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<td></td>
<td>801-422-4104</td>
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<td>apply.lds.org</td>
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<td><a href="mailto:admissions@byu.edu">admissions@byu.edu</a></td>
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<td>admissions.byu.edu</td>
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<tr>
<td>211 HCEB (Harman Building)</td>
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<tr>
<td>422-2872</td>
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<td>eveningclasses.byu.edu</td>
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LIMITATIONS: Once eligible, the following guidelines need to be followed.
- Fall & Winter Semesters – You may register for a total of six credit hours per semester.
- Spring & Summer Terms – You may register for three credit hours per term or four in one and two in another.
  If no classes are taken spring term, six credit hours may not be taken summer term or vice versa.

TUITION PAYMENT: You will not be required to pay the cost of tuition and the benefit will automatically post to your account unless an Employee Request for Class Attendance form is necessary. If Benefit Services has not received the form by the final tuition payment deadline for the semester for which you are registered, your tuition will not post to your student financial account. This could result in holds, classes being dropped, additional fees, and/or ineligibility to register for following semesters.

PERSONNEL REQUEST FOR CLASS ATTENDANCE: The Employee Request for Class Attendance form is needed when a class is between the hours of 7:00 a.m. to 5:00 p.m. (even if the class is being audited), or is a TBA class, thesis hours or dissertation hours. The completion of this form complies with University policy in that your supervisor and director have approved your taking classes during regular working hours and you are expected to make up the time absent from work. Class attendance may not be substituted for meal periods.
Completion of this form does not grant either acceptance for admission or guarantee registration of classes.

The Employee Request for Class Attendance form may be obtained from Benefits Services, D-240 ASB, or online at http://www.byu.edu/hr/?q=employees/employee-benefits/tuition-benefit. The form must be completed fully and include all classes for which you are registered.

WITHDRAW OR DISCONTINUE: If you withdraw from your class(es) and/or discontinue your registration at the University, you are required to do so through the Discontinuance Office, B-150 ASB for day classes or contact Evening Classes,122 HCEB for evening classes. If you withdraw after the add/drop deadline, you will be responsible to pay the withdrawal fee.

EVENING CLASSES and AUDITING: Classes that begins at 4:00 p.m. are considered evening class according to registration; however, if you are enrolled in a class that starts prior to 5:00 p.m., a Personnel Request for Class Attendance form is needed. Audited classes will not appear on official University Records.

STUDENT HEALTH INSURANCE: If you are registered for one or more credits, the Student Health Office will send you information regarding student medical insurance or automatically enroll you in the insurance. If you are automatically enrolled, you must coordinate with the Student health Office, 2310 SHC, (2-4460 or 2-2661) to waive the student insurance.

HRS 07/2017