

# EMPLOYEE REQUEST FOR CLASS ATTENDANCE

BYU Benefits Services ♦ D240 ASB ♦ ext. 2-4716 ♦ fax. 2-0306 ♦ [benefits\\_assistant@byu.edu](mailto:benefits_assistant@byu.edu)

1. Prior to submitting this form, read the information found on the reverse side (or accompanying page). This information reviews the University policy regarding full-time employees taking BYU classes. Requests for tuition benefits that do not conform to policy will not be approved.

\_\_\_\_\_ **Initial here to indicate you understand the tuition benefit guidelines and instructions.**

2. Completion of this form does not grant acceptance for admission or guarantee registration of classes. For Admissions and Registration information, please contact the following offices:

Admissions Services, A-209 ASB (2-5000)  
Evening Classes, 211 HCEB (2-2872)  
Registration, B-150 ASB (2-2631)

3. You must submit this form to Benefits Services no later than the add/drop deadline of the given semester only 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. **Benefit Services will not post the tuition benefit to your account until this form is received.**

4. **Please complete the following:**

\_\_\_\_\_  
**Name** (Last and First)

\_\_\_\_\_  
**BYU ID Number**

\_\_\_\_\_  
**Department**

**Full-time employment status:**

☐ Faculty ☐ Administrative ☐ Staff

**Semester or Term:**

☐ Fall ☐ Winter ☐ Spring ☐ Summer

**Year:**

☐ 2014 ☐ 2015 ☐ 2016 ☐ 2017

\_\_\_\_\_  
**Campus Address**

\_\_\_\_\_  
**Campus Phone**

\_\_\_\_\_  
**Adjusted working hours approved by Supervisor**

List below **all** classes you are currently enrolled in, including audit classes, TBA, conferences and workshops, Independent Study courses, thesis and/or dissertation hours. Your total number of credits cannot exceed six hours per semester or three hours per term (or four in one term and two in another). Note: If your schedule changes, you must submit a new form.

Total Credit Hours: \_\_\_\_\_

Class	Sec.	Block	Hrs.	Class Time	Days

Comments: \_\_\_\_\_

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

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

\_\_\_\_\_  
**Department Chair or Supervisor**

\_\_\_\_\_  
**Dean or Director**

**For Benefits Services Use Only**

\_\_\_\_\_  
**Benefits Office Approval**

\_\_\_\_\_  
**Date**

05/2014

## TUITION BENEFIT FOR FULL-TIME UNIVERSITY EMPLOYEES

(See University Personnel Tuition Policy and Procedures)  
<https://policy.byu.edu>—must log into MyBYU

**ELIGIBILITY:** As a full-time University employee, you are eligible to receive a full-tuition benefit. The 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/term. 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 Admissions Services or Evening Classes before you can register for classes. *Completion of this form does not grant either acceptance for admission or guarantee registration of classes.* For information regarding admissions, please contact the following:

DAYTIME Section Classes, taken for GRADE	<b>Admissions Services</b> A-209 ASB 801-422-5000 <a href="http://www.besmart.com">http://www.besmart.com</a>
DAYTIME Section Classes, taken for AUDIT EVENING Section Classes, taken for GRADE EVENING Section Classes, taken for AUDIT	<b>Evening Classes Office</b> 211 HCEB 801-422-2872 <a href="http://ce.byu.edu/ev">http://ce.byu.edu/ev</a>

**LIMITATIONS:** Once eligible to register, the following guidelines must 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 are not required to pay the cost of tuition and the benefit will automatically post to your student financial account unless an Employee Request for Class Attendance form is necessary. If Benefit Services has not received this 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 deleted, additional fees, and/or ineligibility to register for following semesters.

**EMPLOYEE REQUEST FOR CLASS ATTENDANCE:** The Employee Request for Class Attendance form is needed when a class is taken 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 day-time hours and have come to an agreement on making up time lost from attending day classes. Class attendance may not be substituted for meal periods.

The Employee Request for Class Attendance form may be obtained from Benefits Services, D-240 ASB, or online at [www.byu.edu/hr/?q=employees/benefits/tuition-benefit](http://www.byu.edu/hr/?q=employees/benefits/tuition-benefit). The form must be fully completed.

**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 Evening Classes, 211 HCEB for evening classes. If you withdraw after the add/drop deadline, you will be responsible to pay the withdrawal fee(s).

**EVENING CLASSES:** Classes that begin at or after 4:00 p.m. are considered evening class according to registration; however, if you are enrolled in a class that starts prior to 5:00p.m., an Employee Request for Class Attendance form is required.

**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.