

Steps to complete:

- 1. Fill out this form.
- 2. Submit to Supervisor for signature.
- 3. Send to respective Human Resources office (Chapman or Brandman) for review and approval.

Employee Name: _____ Hire Date: ____ / ____ / ____ Emp ID#: _____

Dept. #: _____ Dept. Name: _____ Discount for: Self Child Spouse

Student's Name: _____ Birthdate: ____ / ____ / ____ Student ID#: _____

Semester/Term: _____ Year: 20 ____ Location of Classes: CU BU _____
 (Please List Center Above)

Units Requested: _____ # Units Discounted since June 1st of current fiscal year: _____

Please circle the appropriate code for which the units requested are to be applied:

UEN Undergraduate Level ---Employee
 UCN Undergraduate Level ---Dependent Child#
 USN Undergraduate Level ---Dependent Spouse#

GE Graduate Level ---Employee*

H.R. OFFICE USE ONLY:

Job Related: _____ Yes-Non-Taxable
 _____ No-Taxable

GCY Graduate Level ---Dependent Child#

GSY Graduate Level ---Dependent Spouse#

** Please complete and attach the Employee Graduate Program Questionnaire if requested units are graduate level.*

Please complete and attach the Certification of Dependent Eligibility if requested units are for an eligible spouse or child.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

For HR Use	Employee Status: 010 011 025 030 031 032 034 040 041 042 043 044 Other: _____
	Staff/Admin. Hours: 40 30 20 <20
	DISCOUNT _____ Units at 100% _____ Units at 50% _____ Units at 30%
	Human Resources Approval: _____ Date: _____

For SBS Use	Units Discounted at 100% (Current Semester) Units: _____ \$ _____
	Units Discounted at 50% (Current Semester) Units: _____ \$ _____
	Units Discounted at 30% (Current Semester) Units: _____ \$ _____
	Business Office Approval: _____ Date: _____