



Owen House
 552 Lane A
 Stanford, CA 94305
 650. 725. 6893
 Fax. 650. 725. 4888

STANFORD UNIVERSITY
 APPLICATION FOR CE HOUSING ALLOWANCE

NAME		STANFORD ID NO.		DATE	
CURRENT ADDRESS, CITY, STATE & ZIP				HOME PHONE ()	
				OFFICE PHONE	
STANFORD DEPARTMENT OR SCHOOL		NAME OF DEPT. CHAIRMAN OR SUPERVISOR	APPOINTMENT, OR TENURE EMPLOYMENT DATE	FACULTY: 9-mo Salary	STAFF: Annual Salary
Do you own, or have you owned since your employment at Stanford, any residential property in the Qualifying Limit (as described in the CE-HAS brochure)?			If YES, GIVE ADDRESS, CITY, ZIP AND COUNTY		
			Circle One: NO YES		

You are authorized to verify this information. I hereby certify that all information is true and correct. As a condition to receiving the Housing Allowance, I agree to furnish, as requested from time to time, satisfactory proof to the University of my continuing eligibility for the Housing Allowance. I have read and understand the terms and conditions of eligibility as defined in the attached Exhibit A, and I agree to notify the University, in writing, if I become ineligible for the Housing Allowance. I understand that receipt of the Housing Allowance is contingent upon my satisfying eligibility requirements. I acknowledge and agree that if I do not satisfy eligibility requirements at any time I am not entitled to the Housing Allowance and hereby waive any such benefits. Further, I agree to repay any amount of Housing Allowance paid to me during any time I have ceased to be eligible. I agree to notify the University, in writing, of any change in my ownership or occupancy status.

Applicant's Signature _____

Date _____

Subject Property	
PROPERTY STREET ADDRESS, CITY, ZIP AND COUNTY	ESTIMATED CLOSE OF ESCROW DATE

For University Use Only

CE-HAS

APPOINTMENT DATE	
ANNUAL SALARY	
% FTE	

VERIFIED BY	DATE VERIFIED	PREPARED BY
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COMMENTS

Approval

COE	EFE START DATE	PAYROLL START DATE
PREAPPROVAL BY	DATE	FINAL APPROVAL BY
		DATE
	FIRST YEAR AMOUNT	
	SEMI-MONTHLY AMOUNT	



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Exhibit A

Clinician Educator Housing Allowance Supplement

Summary Description

The Clinician Educator Housing Allowance Supplement (CE-HAS) is a taxable fringe benefit that, under specified conditions, provides additional compensation to newly hired Clinician Educators for a fixed period of time starting with their first home purchase. CE-HAS, together with Stanford's Clinician Educator Deferred Interest Program (CE-DIP) loan, is a program that is intended to address the difference in the cost of home ownership between the Stanford area and areas in proximity to other major research Universities.

ELIGIBILITY

Those eligible to receive the CE-HAS are individuals who satisfy all of the following criteria:

- (i) Are Clinician Educators appointed as: a Clinical Assistant Professor, a Clinical Associate Professor, or a Clinical Professor; and
- (ii) Are appointed for a term of three years or more with the possibility of reappointment; and
- (iii) Are first time buyers and buyers who have no ownership interest in a residential property located within the area described in Exhibit A to this brochure (Qualifying Limit) at the time of the receipt of an offer of employment from Stanford; and

NOTHING IN THIS DOCUMENT SHOULD BE CONSTRUED AS AN OFFER OR COMMITMENT OF ANY KIND. PROGRAMS AND ELIGIBILITY REQUIREMENTS ARE SUBJECT TO CHANGE OR DISCONTINUATION WITHOUT NOTICE AT STANFORD UNIVERSITY'S SOLE DISCRETION.

- (iv) Are buyers whose initial appointment as a Clinician Educator or whose promotion within the Clinician Educator line begins on or after July 1, 2004; and
- (v) Are employed at seventy-five percent (75%) time or greater; and
- (vi) Are considered benefits eligible Stanford University employees.

Note: Clinical Instructors, Affiliated Clinician Educators, Adjunct Clinician Educators, Clinician Educators who have courtesy appointments, and Clinician Educators who have temporary appointments while awaiting an appointment as a professor in the MCL line are not eligible for this program.

The eligibility period begins with the approval and acceptance of the appointment or the start of employment in the CE-HAS eligible position, whichever is later.

QUALIFYING RESIDENCE

CE-HAS is for the purchase of a single family home, condominium, or any other for sale dwelling unit suitable for housing one family (the Qualifying Residence). Vacation homes, investment properties, multiple family dwellings (for example, duplexes), and life care facilities are not Qualifying Residences. The Eligible Clinician Educator must occupy the Qualifying Residence as his/her principal residence. The home purchased (the Property) must be located within the Qualifying Limit.

SUPPLEMENT AMOUNT

The first year supplement amount depends on the applicant's base salary at the time of purchase and the formula and parameters in effect in the year of purchase. The formulas and parameters for the CE-HAS calculation are described in detail in the CE-HAS Calculation section.

INITIATING CE-HAS

CE-HAS commences after all of the following conditions are met: (i) approval and acceptance of the appointment; (ii) start of employment (e.g. on the University payroll) in the CE-HAS eligible position; (iii) submittal of a completed application to Faculty Staff Housing (FSH) prior to the close of escrow, and (iv) the close of escrow on a Qualifying Residence. To comply with condition (iv), buyers who do not use the Stanford CE-DIP loan program must provide FSH with certified or recorded copies of the Grant Deed and the Final HUD-1 RESPA Settlement Statement. These documents are issued by the title company handling the escrow.

TERM

The maximum term of the supplement is nine years, and the supplement declines on a linear basis by one-ninth of the first year amount each year throughout the duration of the term. Under certain circumstances, CE-HAS is subject to earlier termination, as provided below.

TERMINATION OF ELIGIBILITY

The housing supplement shall terminate if the individual:

- (i) Ceases to own or occupy the residence;
- (ii) Ceases to be a Clinician Educator;
- (iii) Ceases to be employed at 75% or more time
- (iv) Retires; or
- (v) Defaults on any term or condition of the Stanford University CE-DIP loan.

It is the responsibility of the CE-HAS recipient to notify FSH if her/his eligibility changes, even temporarily. This notice is to be provided to FSH in writing before the recipient's change in employment status occurs. Examples of change in status which could affect program eligibility can be changes to employment percentage, position or classification. Any financial assistance received after the eligibility has changed must be repaid.

Decisions concerning termination or suspension under particular circumstances (e.g. divorce) will be made by the University in its sole discretion.

TITLE/OCCUPANCY

Beneficial ownership and title to the home may only be in the name of the Eligible Clinician Educator and his/her spouse or partner. No other persons can hold title to the home. The home must remain owner occupied by the Eligible Clinician Educator. Proof of such ownership and/or occupancy must be provided to the University upon request. Under no circumstances will the allowance continue if the home is rented. If two Eligible Clinician Educators share ownership of one residence, only one supplement is paid, based upon the higher of their two starting salaries. If a Clinician Educator and a faculty member eligible for the University's Housing Allowance Program (HAP) share ownership of one residence, only one allowance or supplement is paid. The allowance or supplement will be based upon the calculation parameters of the programs for the higher of their two starting salaries.

LEAVE AND OTHER SPECIAL CIRCUMSTANCES

- (i) Professional Development and other University approved leave: a) The allowance will continue without interruption for a paid Professional Development or other paid University approved leave. b) The allowance will be suspended during any unpaid leave. The allowance will resume upon the return of the Eligible Clinician Educator only upon notification to and approval by FSH.
- (ii) Disability: The allowance will continue as long as the Eligible Clinician Educator occupies the home.

- (iii) Part Time Employment: The allowance is prorated (decreased) according to the percentage of full time salary, regardless of when the part time status begins.
Note: Eligibility for CE-HAS ends when employment changes to less than 75% time.
- (iv) Major Remodel: The allowance will continue during a construction period of not more than eighteen months while the Eligible Clinician Educator is not living in the home. After eighteen months, if the Eligible Clinician Educator has not moved back into the home, the allowance will stop. Payments will resume when proof of occupancy is provided to FSH.
- (v) Special Circumstances: Decisions concerning termination or suspension under particular circumstances will be made by the University in its sole discretion.

CE-HAS Calculation

FORMULA AND PARAMETERS

The individual's first year CE-HAS amount is calculated applying the parameters in effect during the academic year of purchase to the recipient's base salary. Stanford's academic year runs from September 1st to August 31st.

A. The formula for calculating the first year CE-HAS amount is:

$$\text{First Year CE-HAS Amount} = A + B(S)$$

where A and B are fixed parameters which are reset each academic year, and S is the twelve month base salary upon purchase multiplied by 75%. The maximum amount of S is the maximum qualifying salary. This maximum qualifying salary is reset each year. See Table 1 for current parameters.

TABLE 1 ACADEMIC YEAR PARAMETERS
TO CALCULATE FIRST YEAR CE-HAS AMOUNT

Maximum Qualifying 12 Month Base Salary	Maximum HAS Salary Base	Academic Year	A	B
\$200,000	\$150,000	2010/11	\$8,500	8.5%
\$200,000	\$150,000	2011/12	\$8,500	8.5%

B. Base Salary: Clinician Educators are paid on a twelve month or full year basis. For purposes of calculating the Eligible Clinician Educator's qualifying salary for the housing supplement, only the base salary applies. The CE-HAS salary base is further limited by the maximum qualifying salary. See Table 2 for examples of first year CE-HAS amounts.

TABLE 2 EXAMPLES OF CE-HAS AMOUNTS FOR PURCHASES

Base Salary	HAS Salary Base	First Year HAS Amt
\$70,000	\$52,500	\$12,962.50
\$90,000	\$67,500	\$14,237.50
\$100,000	\$75,000	\$14,875.00
\$110,000	\$82,500	\$15,512.50
\$130,000	\$97,500	\$16,787.50
\$150,000	\$112,500	\$18,062.50
\$170,000	\$127,500	\$19,337.50
\$200,000	\$150,000	\$21,250.00
\$230,000	\$150,000	\$21,250.00

NOTHING IN THIS DESCRIPTION OF THE CLINICIAN EDUCATOR HOUSING ALLOWANCE SUPPLEMENT SHOULD BE CONSTRUED AS AN OFFER OR COMMITMENT OF ANY KIND TO A PARTICULAR INDIVIDUAL, OR AS SUBSTITUTING FOR OR SUPERSEDING THE FORMAL SUPPLEMENT DOCUMENTS. CE-HAS IS SUBJECT TO CHANGE OR DISCONTINUATION WITHOUT NOTICE AT STANFORD UNIVERSITY'S SOLE DISCRETION.

EXHIBIT A

QUALIFYING LIMIT

