

HIP REGISTRATION INFORMATION

HIP CLASS POLICIES – PLEASE NOTE!

HIP reserves the right to cancel a class when the minimum number of registered participants for the class is not met (minimum variable by class). If you register on-line at the HIP Website (<http://hip.stanford.edu>) or if you register by mail you will receive a confirmation of enrollment by email. You will be notified by phone only if space is not available and you are not in the class.

Fitness Classes: Fitness Class registration may be done on line, by mail, or brought directly to the HIP office at MSOB, 3rd floor. If you need to switch a class, and space permits, HIP must be notified before the second week of class.
No prorating of classes is allowed. No credits or refunds will be issued unless the class is cancelled by HIP.

Healthy Living Classes: **24 hour advance cancellation notice required for credit. No credits or refunds will be issued for any missed classes.**

STAP FUNDS for University Staff

All STAP Fund classes are indicated in class descriptions and have been approved by the University Benefits Department for STAP reimbursement. You are eligible if you are a regular staff member working 50% time or more (faculty, students, temporary employees, family members, retirees, or other non-staff university affiliates are not eligible). You must not have exceeded STAP limit of \$800 per year (9/1- 8/31).

If you're using STAP funds:

1. Please register for STAP classes online or by using a separate registration form from other classes for which you are registering.
2. Print "STAP" under the amount column on the registration form for each appropriate class. Fill in your Staff ID Number (required).
3. According to University guidelines employees should obtain approval from their supervisor prior to using STAP funds.

Educational Assistance (EA) Funds for Stanford Hospital and Clinic Employees

All EA Fund classes are indicated in class descriptions and have been approved by Human Resources for reimbursement. Register and pay for your class with a check or credit card and you'll be reimbursed after class completion.

The directions and reimbursement forms are on the website - <http://hip.stanford.edu/classes/register>

REGISTRATION Secure credit card transaction available when registering on-line!

1. Register on-line at the HIP website <http://hip.stanford.edu> or fill out registration form below.
2. Please send your check (payable to Stanford University) and registration form to HIP at:
on-campus ID mail code 5411
off-campus HIP, MSOB, 251 Campus Drive Mail Code 5411, Stanford, CA 94305-5411

PLEASE NOTE: HIP is located on the Third floor of the Medical School Office Building (MSOB)

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# FALL CLASS REGISTRATION FORM

Name: \_\_\_\_\_ Staff ID #: \_\_\_\_\_  
(Required for University employees)

Male \_\_\_\_\_ Female \_\_\_\_\_ Campus Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Department/Division: \_\_\_\_\_ Mail Code: \_\_\_\_\_

\_\_\_\_ Faculty \_\_\_\_ Univ Exempt Employee \_\_\_\_ Univ Non-Exempt Employee \_\_\_\_ SHC/LPCH \_\_\_\_ Retiree \_\_\_\_ Family of Staff \_\_\_\_ Other

E-mail: \_\_\_\_\_ 2009 Health Plan: \_\_\_\_\_

Home address, phone, and fax number if non-Stanford Employee:

PLEASE MAKE CHECK(S) PAYABLE TO STANFORD UNIVERSITY

| Class Name | Class Code | Amount |
|------------|------------|--------|
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