



### 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		
Do you and/or your spouse or registered domestic partner own, or have owned in the three years prior to receipt of a written offer of employment from Stanford, any residential property in the Qualifying Area (as described in the CE-HAS Brochure)?  CIRCLE ONE:        NO        YES			IF YES, GIVE ADDRESS, CITY, ZIP AND COUNTY		

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 ( *Initial* \_\_\_\_\_ ), 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 the eligibility requirements. I acknowledge and agree that if I do not satisfy the 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 \_\_\_\_\_

PROPERTY STREET ADDRESS, CITY, ZIP AND COUNTY	ESTIMATED CLOSE OF ESCROW DATE
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**FOR UNIVERSITY USE ONLY**

CE-HAS	
APPOINTMENT DATE	
ANNUAL SALARY	
FTE %	

VERIFIED BY	DATE VERIFIED	PREPARED BY
COMMENTS		

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



# 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, the Clinician Educator Reduced Interest Program (CE-RIP) loan, and the Clinician Educator Zero Interest Program (CE-ZIP) 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.

CE-HAS may increase or decrease. Changes are made in response to current market conditions. The programs will be reviewed each year.

Information regarding all of Stanford's housing programs is available at [fsh.stanford.edu](http://fsh.stanford.edu), or by email to [fshousing@stanford.edu](mailto:fshousing@stanford.edu), or by calling (650) 725-6893.

## ELIGIBILITY

CE-HAS has limited eligibility for some Clinician Educators as defined in Exhibit A to his brochure. Those eligible to receive the CE-HAS are individuals who satisfy all of the following criteria:

1. Are Clinician Educators appointed as: a Clinical Assistant Professor, a Clinical Associate Professor, or a Clinical Professor; and
2. Are appointed for a term of three years or more with the possibility of reappointment; and
3. Are first time buyers, and their spouse or registered domestic partner, who have had no ownership interest in a residential property located within the area described in Exhibit B to this brochure (Qualifying Area) in the three (3) years prior to receipt of a written offer of employment from Stanford; and

NOTHING IN THIS DOCUMENT SHOULD BE CONSTRUED AS AN OFFER OR COMMITMENT OF ANY KIND. INTERPRETATION OF PROGRAM GUIDELINES REMAINS THE SOLE RESPONSIBILITY OF STANFORD UNIVERSITY. PROGRAMS AND ELIGIBILITY REQUIREMENTS ARE SUBJECT TO CHANGE OR DISCONTINUATION WITHOUT NOTICE AT STANFORD UNIVERSITY'S SOLE DISCRETION. EDUCATORS AS DEFINED IN EXHIBIT A TO THIS BROCHURE.

Initial ( \_\_\_\_\_ )

1. 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
2. Are employed at seventy-five percent (75%) time or greater; and
3. 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, town home, or any other for sale dwelling unit suitable for housing one family (the Qualifying Residence). Vacation homes, investment properties, commercial properties, properties zoned as commercial, multiple family dwellings (for example, duplexes and properties zoned for multiple units), Tenant in Common (TIC), and life care facilities are not Qualifying Residences. Personal property purchases such as mobile homes or houseboats 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 Area.

#### SUPPLEMENT AMOUNT

The first year supplement amount is \$30,000.00.

#### 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. receiving regular Stanford salary payments through the Stanford University payroll system) 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 or CE-ZIP loan programs must provide FSH with certified or recorded copies of the Grant Deed and a certified copy of the Final Closing Disclosure. These documents are issued by the title company handling the escrow. Documents may be submitted to FSH via email to: fshousing@stanford.edu.

#### 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:

1. Ceases to own or occupy the residence;
2. Ceases to be a Clinician Educator;
3. Ceases to be employed at 75% or more time;
4. Retires; or
5. Defaults on any term or condition of the Stanford University CE loans.

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 registered domestic 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. 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.

#### LEAVE AND OTHER SPECIAL CIRCUMSTANCES

CE-HAS payments are paid together with regular Stanford salary payments made only through the Stanford payroll system. If regular salary payments cease for any reason, CE-HAS payments will also stop. CE-HAS payments can resume based on the original schedule when regular payments made through the Stanford payroll system resume.

1. 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 and only if regular Stanford salary payments are being made through the Stanford payroll system.
2. Short Term Disability: The allowance will continue only if the Eligible Person is paid regular salary payments made through the Stanford payroll system. Salary payments made by insurance companies do not qualify as regular salary payments.
3. Long Term Disability: The allowance will continue as long as the Eligible Clinician Educator occupies the home.

1. 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.
2. 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.
3. Special Circumstances: Decisions concerning termination or suspension under particular circumstances will be made by the University in its sole discretion.

#### SUBSEQUENT PURCHASE

CE-HAS applies to the ownership of a Qualifying Residence within the Qualifying Area as long as the eligibility criteria is met. Therefore, if an Eligible Person sells a CE-HAS qualified home and purchases another CE-HAS qualified home, the CE-HAS benefit will continue.

The CE-HAS Program is established on an annual basis, subject to discontinuation or modification at any time. Persons already receiving the allowance at the time of such discontinuation or modification will continue to receive it for the remainder of their term, subject to their continuing eligibility.

NOTHING IN THIS PROGRAM DESCRIPTION SHOULD BE CONSTRUED AS AN OFFER OR COMMITMENT OF ANY KIND TO A PARTICULAR INDIVIDUAL, OR AS SUBSTITUTING FOR OR SUPERSEDING THE FORMAL PROGRAM DOCUMENTS. PROGRAMS AND ELIGIBILITY REQUIREMENTS ARE SUBJECT TO CHANGE OR DISCONTINUATION WITHOUT NOTICE AT STANFORD UNIVERSITY'S SOLE DISCRETION.

## EXHIBIT A

### *Housing Purchase Programs Eligibility Criteria*

#### HOUSING PROGRAMS OVERVIEW

Stanford University's housing programs (Programs) are made available to employees in a specific and limited number of professional employment categories. For each Program there are specific eligibility criteria. Someone who is an Eligible Person may be qualified to participate in all of the programs, or only some of the programs.

The Programs are divided into two categories:

#### PURCHASE PROGRAMS

The Purchase Programs include: mortgage loans, a monthly housing allowance, and the option to purchase a long-term residential leasehold on-campus or off-campus. The loans are available for purchase only, not to refinance existing mortgage loans. Detailed descriptions, including the eligibility criteria, are available for each Program.

#### RENTAL PROGRAM

The Rental Program includes: on-campus and off-campus rental properties. The Rental Program, including the eligibility criteria, is described in the Rental Housing Programs Eligibility Criteria.

Eligibility and qualification for the Purchase Programs is different and separate from the Rental Program. Eligible Persons may participate in either the rental or the purchase Programs, but not both at the same time. An individual who has defaulted on any Stanford Program will be ineligible for any subsequent Programs.

Information regarding all of Stanford's housing programs is available at [fsh.stanford.edu](http://fsh.stanford.edu), or by email at [fshousing@stanford.edu](mailto:fshousing@stanford.edu), or by calling 650-725-6893.

### *Eligible Persons*

The following categories of employees, whose expected appointment term satisfies the conditions described in each respective category, are qualified as Eligible Persons for one or more purchase programs.

It is the responsibility of the Eligible Person to notify FSH if his/her eligibility changes, even temporarily. This notice is to be provided to FSH in writing before the Eligible Person's change in employment status occurs. Examples of changes 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.

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#### FACULTY

The following categories of Faculty who are employed fifty percent (50%) time or more are qualified as Eligible Persons:

1. Members of the Academic Council who have received tenure, have continuing terms of appointment, or have term appointments of three years or more with the possibility of reappointment. Assistant Professors appointed subject to receiving their Ph.D. qualify as Eligible Persons although they are not members of the Academic Council.
2. Members of the Medical Center Professoriate whose initial appointment is three years or more with the possibility of reappointment.
3. Senior Fellow members of the Academic Council at Special Policy Centers and Institutes whose initial appointment is three years or more with the possibility of reappointment.

#### STAFF

The following categories of Staff who are employed one-hundred percent (100%) time are qualified as Eligible Persons:

1. Staff: University Staff and Staff at SLAC National Accelerator Laboratory (SLAC) assigned to the N99, N11, O and P Grades. Only those assigned to the N99 and N11 Grades are eligible to participate in the Housing Allowance Program (but not HAP II).
2. Current or former presidents of the University, regardless of years of service.
3. Hoover Institution: Senior Fellows

#### CLINICIAN EDUCATORS

The following categories of Clinician Educators whose initial appointment or promotion within the Clinician Educator line began on or after July 1, 2004 and who are employed seventy-five percent (75%) time or more and who are appointed for a term of three years or more with the possibility of reappointment and who are considered benefits eligible Stanford University employees are qualified as Eligible Persons:

1. Clinical Assistant Professor
2. Clinical Associate Professor
3. Clinical Professor

#### *Retirees*

1. Retirees, as defined by the University, are not eligible for the University's Housing Purchase Programs.
2. Retirees who are not current Lessees of an on or off-campus home are not eligible to purchase a leasehold property on or off-campus.
3. Retirees can remain in an on-campus home with an unrestricted ground lease only if the retiree qualifies as an Official Retiree, as defined by Stanford, (i.e. required years of service plus age) and only if for five years prior to the retirement date, the faculty appointment was active and full time. Other restrictions apply for a restricted ground lease.
4. Retirees who own an on-campus residence with an unrestricted ground lease may only downsize to a condominium at Pearce Mitchell or Peter Coutts.

**SUMMARY OF ELIGIBLE JOB CATEGORIES BY PROGRAM TYPE FOR PURCHASE PROGRAMS**

Category	Housing Allowance Program (HAP) <sup>(1)</sup>	Mortgage Assistance Program (MAP) loan	Deferred Interest Program (DIP) loan <sup>(1)</sup>	Reduced Interest Program (RIP) loan <sup>(1)</sup>	Zero Interest Program (ZIP) loan <sup>(1)</sup>	Residential Ground Lease <sup>(2)</sup>
I. Faculty						
Faculty members of Academic Council, Tenure Line	✓	✓	✓	✓	✓	✓
Faculty members of Academic Council, Non Tenure	✓	✓	✓	✓	✓	✓
Senior Fellow members of Academic Council at Special Policy Centers and Institutes	✓	✓	✓	✓	✓	✓
Medical Center Line Professoriate	✓	✓	✓	✓	✓	
II. Staff						
University N99 and N11 Staff	✓	✓	✓	✓	✓	
University O and P Staff		✓	✓			
SLAC N99 and N11 Staff	✓	✓	✓	✓	✓	
SLAC O and P Staff		✓	✓			
Hoover Institution Senior Fellows	✓	✓	✓	✓	✓	

Category	Clinician Educator (CE-HAS) <sup>(1 and 3)</sup>	Clinician Educator Deferred Interest Program (CE-DIP) <sup>(1 and 3)</sup>	Clinician Educator Reduced Interest Program (CE-RIP) <sup>(1 and 3)</sup>	Clinician Educator Zero Interest Program (CE-ZIP) <sup>(1 and 3)</sup>
I. Clinician Educators				
Clinical Assistant Professor	✓	✓	✓	✓
Clinical Associate Professor	✓	✓	✓	✓
Clinical Professor	✓	✓	✓	✓

1. For first time buyers
2. Only those Eligible Persons whose appointments are 100% and who are working full time (100% FTE) are eligible to purchase a residential leasehold. Other restrictions may apply to the Restricted Residential Ground Leases.
3. Are employed 75% time or greater

✓ denotes eligibility for the program

Note: All Programs must be used within the Qualifying Area

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