



Application For CE Greater Bay Area 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 currently own, or have you owned in the three years prior to receipt of a written offer of employment from Stanford, any residential property in the Qualifying Area or in the Greater Bay Area (as described by the University)? 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 of any change in my eligibility 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-HASG	
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 Greater Bay Area Housing Allowance Supplement

Summary Description

The Clinician Educator Greater Bay Area Housing Allowance Supplement (CE-HASG) 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 home purchase. CE-HASG, together with Stanford's Clinician Educator Greater Bay Area Zero Interest Loan (CE-ZIG), is a program that is intended to assist a Clinician Educator whose primary job location is outside of the Qualifying Area, as defined by Stanford, with the cost of home ownership. The programs are limited to those Stanford Medicine locations outside of the Qualifying Area in the following counties: Santa Clara, Santa Cruz, Alameda, Contra Costa, Solano, Napa, Sonoma, and Marin (the "Greater Bay Area").

CE-HASG 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, or by email to fshousing@stanford.edu, or by calling (650) 725-6893.

ELIGIBILITY

CE-HASG has limited eligibility for some Clinician Educators as defined in Exhibit A to this brochure. Those eligible to receive the CE-HASG 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 employed at seventy-five percent (75%) time or greater; and
4. Are considered benefits eligible Stanford University employees; and

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5. Are buyers of a Qualifying Residence located within the Greater Bay Area Counties outside of the Qualifying Area described in Exhibit B to this brochure (the "Greater Bay Area"); and
6. Are appointed to a primary job assignment location at a Stanford Medicine location outside of the Qualifying Area; and
7. Are buyers who purchase a home in the same County as the primary job assignment location or within thirty-five (35) miles of the primary job assignment location.

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 Clinician Educator eligible position, whichever is later.

QUALIFYING RESIDENCE

CE-HASG 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 Greater Bay Area.

SUPPLEMENT AMOUNT

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

INITIATING CE-HASG

CE-HASG 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-HASG 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 Clinician Educator Greater Bay Area Zero Interest Loan (CE-ZIG) must provide FSH with a certified or recorded copy of the Grant Deed and a certified copy of the Final Settlement Statement. These documents are issued by the title company handling the escrow. Documents may be submitted to FSH via email to: fshdocuments@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-HASG 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 Clinician Educator Greater Bay Area Zero Interest loan.

It is the responsibility of the CE-HASG 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.

LEAVE AND OTHER SPECIAL CIRCUMSTANCES

CE-HASG 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-HASG payments will also stop. CE-HASG 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, and 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.
4. 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-HASG ends when employment changes to less than 75% time.
5. 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.
6. Special Circumstances: Decisions concerning termination or suspension under particular circumstances will be made by the University in its sole discretion.

SUBSEQUENT PURCHASE

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

The CE-HASG 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

Clinician Educator Greater Bay Area Housing Purchase Programs Eligibility Criteria

CLINICIAN EDUCATOR GREATER BAY AREA HOUSING PROGRAMS OVERVIEW

Stanford University's Clinician Educator Greater Bay Area housing programs (CE Greater Bay Area Programs) are made available to Clinician Educators in a specific and limited number of professional employment categories. For each CE Greater Bay Area Program there are specific eligibility criteria. Someone who is an Eligible Clinician Educator may be qualified to participate in all of the CE Greater Bay Area Programs, or none of the CE Greater Bay Area programs.

The CE Greater Bay Area Programs are available only to those Eligible Clinician Educators who have a primary job assignment at a Stanford Medicine location outside of the Qualifying Area, as defined by the University, who wish to purchase a home near their primary job assignment location. The programs are limited to those Stanford Medicine locations outside of the Qualifying Area in the following counties: Santa Clara, Santa Cruz, Alameda, Contra Costa, Solano, Napa, Sonoma, and Marin (the "Greater Bay Area").

PURCHASE PROGRAMS

The CE Greater Bay Area Programs include: a mortgage loan and a monthly housing cash supplement. The loan is available for purchase only, not to refinance existing mortgage loans. Detailed descriptions, including the eligibility criteria, are available for each Program.

Eligible Clinician Educators

The following categories of Clinician Educators 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

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, and Clinician Educator Retirees are not Eligible Clinician Educators.

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Clinician Educator Greater Bay Area Housing Purchase Programs Eligibility

Eligibility for the CE Greater Bay Area Housing Purchase Programs is limited to those Eligible Clinician Educators who:

1. Are buyers of a Qualifying Residence located within the Greater Bay Area counties outside of the Qualifying Area (the "Greater Bay Area"); and
2. Are appointed to a primary job assignment location at a Stanford Medicine location outside of the Qualifying Area; and
3. Are buyers who purchase a home in the same County as the primary job assignment location or within thirty-five (35) miles of the primary job assignment location.

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

GREATER BAY AREA



Note: San Francisco, San Mateo, and parts of Santa Clara County and Alameda County are excluded from the Greater Bay Area.