



Lutheran High School Association

Phone 248-856-0240

1100 Bagley, Rochester Hills, Michigan 48309

www.lhsa.com

LCMS Church Worker Verification Form

Instructions for a Business Manager or Pastor

Please send this information as soon as possible so that we can make a determination as to whether the employee listed below qualifies under our guidelines for a LHSA discount. Send this form and **all** required documentation to the LHSA office by email (sirwin@lhsa.com) Attn: Sandy Irwin. If you have any questions, contact the LHSA by phone at 248-856-0240.

If possible, please submit this within two weeks of receipt. THIS FORM IS CONFIDENTIAL.

Name of Student(s): _____

Name of LCMS Worker: _____ Job Title: _____

Name of Person Completing form: _____ Title: _____

Church/School Name: _____ City: _____

Email: _____ Phone: _____

To qualify for a tuition discount, we need proof of full-time employment status. Please Note: You must notify the LHSA if you are no longer working full-time for an LCMS employer as you will not qualify for the discount and your tuition will be adjusted.

How long has the employee had full-time status?				<input type="checkbox"/> 0-1 year		<input type="checkbox"/> 1-2 years		<input type="checkbox"/> 2+ years	
Date of full-time hire:		Number of hours per week:		Number of weeks per year:					
Enrolled in Concordia Disability & Retirement Plan?				<input type="checkbox"/> Yes, provide a statement showing name			<input type="checkbox"/> No, provide a copy of their latest W-2		
Do they receive medical benefits?		<input type="checkbox"/> Yes, provide a statement showing name				<input type="checkbox"/> No			
Did employee decline medical coverage?		<input type="checkbox"/> Yes, please answer the following question				<input type="checkbox"/> No			
If yes to above, is employee eligible for medical benefits if spouse loses health insurance?						<input type="checkbox"/> Yes		<input type="checkbox"/> No	

Business Manager or Pastor's Signature

Date

**LEARNING FOR LIFE!
LEADING IN TRUTH!**