

Santa Clara University

Department of Human Resources

Tuition Benefits Form


The Education Benefit Form is dynamic PDF form and as such it requires that the form is downloaded into its native format (as opposed to via a browser viewer) using Adobe Reader or Adobe Acrobat Reader DC. Additionally, depending on your browser settings the form may be downloaded by just clicking on the link below or you may need to follow the steps described below.

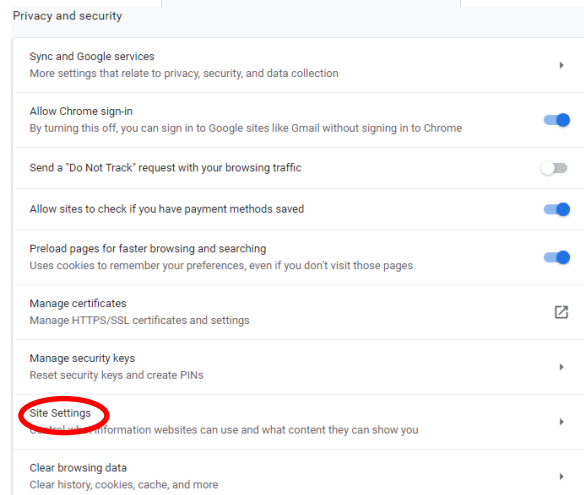
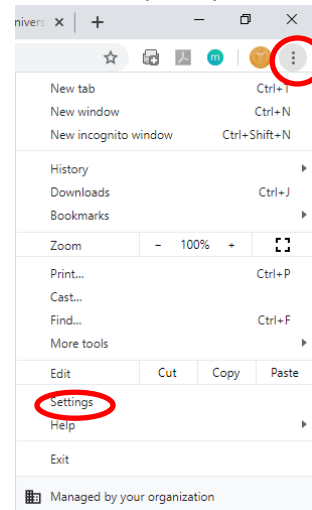
You can download the form using any browser, but we have found using Chrome to be the most efficient way once you go complete the one-time set up step described below.

Downloading the form with Chrome

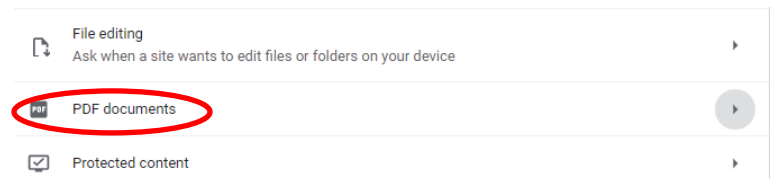
Set up Chrome plugins to open PDF files

This is a one-time set up. Once you complete this step, you should be able to open up the form using Chrome by typing or clicking on the form link.

1. Click on  to access **Settings**
2. Under Privacy and Security click on **Site Settings**

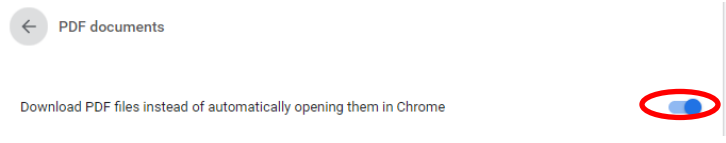


3. Go to **PDF Documents**



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4. Turn on **Download PDF files instead of automatically opening them in Chrome**



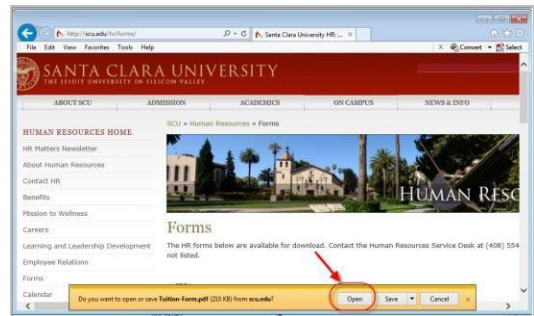
5. Enter or paste this url
<https://www.scu.edu/media/offices/human-resources/documents/education-benefit-form.pdf> your browser and hit the "Enter" key on your key board.



**Make sure your computer's default PDF view is set up to download on Adobe

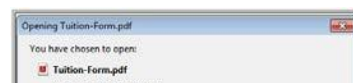
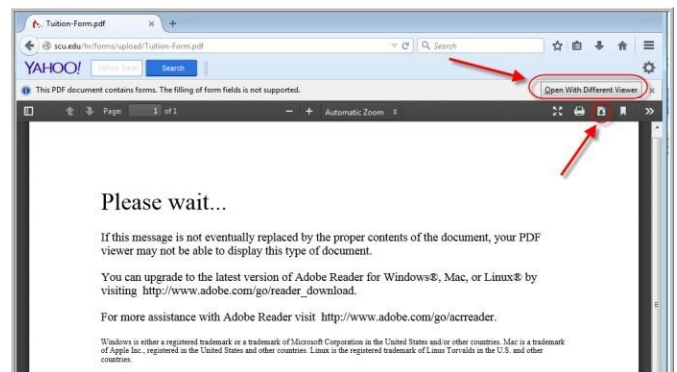
Downloading the form with Internet Explorer

1. Enter or paste this url
<https://www.scu.edu/media/offices/human-resources/documents/education-benefit-form.pdf> your browser and hit the "Enter" key on your key board.
2. If the form does not download, click on the "Open" button.



Downloading the form with FireFox

1. Enter or paste this url
<https://www.scu.edu/media/offices/human-resources/documents/education-benefit-form.pdf>
in your browser and hit the "Enter" key on your key board.
2. If the form does not download, clickeither the download icon or the "Open With Different Viewer" button.



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3. Select the “Open With” option and click on the “Browse” button

4. Select “Adobe Acrobat” or Adobe Reader DC from the list of programs.

