



Prepare to be the best.

# Community Partnership Verification Form

**THIS FORM MUST BE COMPLETED EVERY SEMESTER**

**Eligibility Requirement:** Employees, their spouses, or dependents (age 23 or younger) of Clarkson College’s Community Partners which currently consist of the following businesses: Vetter Senior Living and Children’s Hospital & Medical Center may receive the Community Partnership tuition rate, if all other eligibility criteria are met.

**This form must be completed and submitted every semester.**

## STUDENT/EMPLOYEE INFORMATION

PLEASE PRINT FORM

Employee name \_\_\_\_\_

Home address \_\_\_\_\_  
STREET

CITY STATE ZIP

Home phone \_\_\_\_\_

Preferred phone \_\_\_\_\_

Employee title \_\_\_\_\_

Employer name \_\_\_\_\_

Department name \_\_\_\_\_

Department address \_\_\_\_\_  
STREET

CITY STATE ZIP

Supervisor name \_\_\_\_\_

Supervisor phone \_\_\_\_\_

Employee hire date \_\_\_\_\_  
(MM/DD/YYYY)

Employee current employment status  Full-time (AT LEAST .9 FTE)  Part-time (AT LEAST .5 FTE)

## DEPENDENT OR SPOUSE INFORMATION

Student name \_\_\_\_\_

Student’s relationship to employee \_\_\_\_\_

Student address \_\_\_\_\_  
STREET

CITY STATE ZIP

Student date of birth \_\_\_\_\_  
(MM/DD/YYYY)

Program of study \_\_\_\_\_

## INSTRUCTIONS

The following criteria must be met to be eligible for the Clarkson College Community Partnership Tuition Rate (see above for Eligibility Requirement):

1. The employee must be employed full-time (at least .9 FTE) or part-time (at least .5 FTE) for at least six months.
2. **Employment status must be maintained for the duration of the semester.** Students must notify Student Accounts of a change in employment status.
3. **Every semester, the employee must complete this form,** and obtain the appropriate signatures from the human resources representative and the student (if the student is someone other than the employee). Community Partners Human Resources Department will submit the completed form to the Clarkson College Student Accounts office.
4. The student is responsible for payment of tuition and fees to Clarkson College by the tuition payment due date. Failure to comply with this payment policy may result in late payment fees.

## STATEMENT OF UNDERSTANDING

I authorize official representatives of Clarkson College to verify information provided on this verification form. Clarkson College is selective and meeting all criteria for admission does not guarantee admission or participation in this program. I understand that Clarkson College may limit the number of students allowed to participate in the Community Partnership tuition rate program, and tuition and fees are subject to change.

**CERTIFICATION**

I hereby certify that I have read this verification form. Falsification or omission of information may result in disqualification of the Community Partnership tuition rate and I am responsible for payment of tuition and fees. I agree to abide by the terms set forth in this document. I understand a change in employment status may disqualify me from the Community Partnership Tuition Rate.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
HUMAN RESOURCES REPRESENTATIVE SIGNATURE

\_\_\_\_\_  
DATE

Clarkson College complies with all applicable federal, state and local laws relating to discrimination and does not discriminate on the basis of race, color, religion, ancestry, sexual orientation, physical or mental disability, age, national origin, ethnicity, sex, veteran's status, or marital status in the administration of its educational programs and policies, financial aid, activities or other school administered programs. The following designated position coordinates the Clarkson College effort to comply with the regulations implementing Title IX, Section 504 and the Age Act: Vice President of Operations, Clarkson College 101 South 42 Street Omaha, Neb. 68131

**Student Accounts** 101 S 42 Street Omaha, NE 68131 PH 800 647 5500 EMAIL [StudentAccounts@clarksoncollege.edu](mailto:StudentAccounts@clarksoncollege.edu)