

**THIS FORM MUST BE COMPLETED EVERY SEMESTER**

**Eligibility Requirement:** Employees, their spouses or dependents (age 23 or younger) of Omaha Public Schools (OPS) and OPS graduates (age 26 and under) may receive the Clarkson College Community Partnership tuition rate, if all other eligibility criteria are met.

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

I am  OPS Employee  OPS Employee Spouse  OPS Employee Dependent  OPS Graduate  
Age 23 and under Age 26 and under (Graduated 2023+)

**CLARKSON COLLEGE STUDENT INFORMATION** \*Complete form with N/A if not applicable

PLEASE PRINT FORM

Name	_____	Employer name	_____		
Home address	_____	Department name	_____		
	STREET	Department address	_____		
			STREET		
CITY	STATE	ZIP	CITY	STATE	ZIP
Home phone	_____	Department phone	_____		
Preferred phone	_____	Supervisor name	_____		
Employee title	_____	Supervisor title	_____		
Employee hire date	_____	Supervisor phone	_____		
	(MM/DD/YYYY)	Supervisor signature	_____		

Employee, if applicable, current employment status  Full-time  Part-time

**OPS EMPLOYEE DEPENDENT/SPOUSE INFORMATION**

Student Name	_____	Student date of birth	_____
Student's relationship to employee	_____		(MM/DD/YYYY)
Student address	_____	Program of study	_____
	STREET		
CITY	STATE	ZIP	

**INSTRUCTIONS**

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

1. The employee must be employed full-time (at least .9 FTE) for at least six months or part-time (at least .4 FTE) for at least six months.
2. **Employee status (for employee, their spouses and dependents) must be maintained while a student at Clarkson College. Students must notify Student Financial Services of a change in employment status.** An employee whose employment status has changed from full-time to part-time may be eligible for the tuition discount rate, as long as the employee has worked continuously for at least 6 months at Omaha Public Schools.
3. **Every semester, the student must complete this form**, and obtain the appropriate signatures from the supervisor, OPS human resources representative and the student (if the student is someone other than the employee). Submit the completed form to the Clarkson College Student Financial Services 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 OPS Partnership 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 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

OPS HUMAN RESOURCES SIGNATURE	DATE

**Student Financial Services** 101 S 42 Street Omaha, NE 68131 PH 402 552 2749

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.