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

Clarkson College

Prepare to be the **best.**

Partnership Verification Form

THIS FORM MUST BE COMPLETED EVERY SEMESTER

Eligibility Requirement: Employees, their spouses or dependents (age 23 or younger) of Clarkson College, Nebraska Medicine (NMC, Bellevue, UNMC Physicians Clinics), Nebraska Orthopaedic Hospital, Shenandoah Hospital and Community Hospital Association, Inc. (Fairfax) may receive the Partnership tuition rate, if all other eligibility criteria are met. Private practice physicians who are on the active medical staff of these same hospitals, their spouses or dependents (age 23 or younger) may receive the 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 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 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 four years.
2. **Employee status 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 Nebraska Medicine Partnership Tuition Rate, as long as the employee has worked continuously for at least four years at Nebraska Medicine.
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). 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 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 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 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.