

**Family Tuition Benefit Request to attend Clark University  
Office of Human Resources/Affirmative Action  
(To be completed and signed by eligible faculty or staff member and returned to HR)**

Full-time employees are eligible for SPS and SOM tuition benefit the semester following date of hire.

After three years of full-time employment, full-time employees' dependent children under age 24 who are matriculating toward an undergraduate degree, may attend the University's day undergraduate college (pending acceptance through the admissions process) or School of Professional Studies, full or part-time, with tuition cost waived for up to 36 courses or an earned degree, whichever comes first.

Employee Name \_\_\_\_\_ Dept \_\_\_\_\_ Hire Date \_\_\_\_\_  Faculty  Staff

Student's Name (Required) \_\_\_\_\_ Clark ID# (Required) \_\_\_\_\_

Relationship of the student to the faculty/staff member?  Self  Spouse\*  Qualifying dependent\*\*

Dependent's Date of Birth: \_\_\_\_\_ (Please check off:  dependent\*\*  not a dependent)

\*Your signature below certifies that your marriage to your spouse is recognized under the laws of the Commonwealth of Massachusetts.

\*\*To satisfy the IRS definition of "qualifying dependent child", a "child" must meet several requirements, including that the child: (a) live with the taxpayer (employee) for more than one-half of the taxable year; (b) unless disabled, be under age 19 if not a student or, under age 24 and be a full-time student at least 5 months out of the year (c) not provide more than one-half of his or her own support. Your signature below certifies that the student is your legal child and qualifies as a dependent.

**UNDERGRADUATE STUDIES**

<p><b>* Day College</b> <span style="float:right"><u># of Courses</u> _____</span></p> <p><b>*School of Professional Studies (SPS)</b> _____</p>	<p align="center">Academic Year (Please fill in below)</p> <p>_____</p> <p align="center">(Choose one)</p> <p><input type="checkbox"/> Summer I <input type="checkbox"/> Summer II <input type="checkbox"/> Fall <input type="checkbox"/> Intersession <input type="checkbox"/> Spring</p>	<p align="center">(Internal Use Only)</p> <p>DC \$ _____</p> <p>SPS \$ _____</p> <p>GS \$ _____</p> <p>CODE _____</p>
<p><input type="checkbox"/> 1<sup>st</sup> year                      Graduate students: <input type="checkbox"/> Sophomore                  Circle if you anticipate earning <input type="checkbox"/> Junior                              your degree at the end of the semester <input type="checkbox"/> Senior                              YES                      NO</p>		

**Faculty/Staff Member Signature and Date**

**GRADUATE STUDIES** Note: IRS requires the value of graduate tuition in excess of \$5250 per calendar year that does not meet the criteria below be taxed.

<p><b>*School of Professional Studies (SPS)</b> <span style="float:right"><u># of Courses</u> _____</span></p> <p><b>**School of Management (SOM)</b></p> <p><b>MBA/MSM</b> _____</p> <p><b>MSF/MSA</b> _____</p> <p><input type="checkbox"/> Audit <input type="checkbox"/> Credit</p>	<p>Per IRS Code Section 132: To exclude the cost of School of Professional Studies Graduate and GSOM courses in excess of \$5,250 from taxable wages <u>one</u> of the following conditions must apply to the course(s) <b>(explanation attached by supervisor)</b></p> <p><input type="checkbox"/> The educational course must be job related and either maintain or improve job skills in my current job</p> <p><input type="checkbox"/> The educational course is required by the University, or the law, to retain the job or pay level, and serves a bona fide business purpose at the University</p> <p>And the following two conditions do not apply to the course(s)</p> <ol style="list-style-type: none"> <li>The educational course is needed to meet the minimum educational requirements of my current job, or</li> <li>The educational course will qualify me for a new trade or business.</li> </ol>
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As noted by both my signature and my supervisor's signature below, we have reviewed and determined that the course(s) satisfy at least one of the conditions above.

**Faculty/Staff Member Signature and Date**

**Supervisor Signature and Date**

**Human Resources Approval and Date**

**Student Accounts/GSOM**

**Please note:** Student and/or employee will be responsible for any balance that may be due. Approval of a tuition benefit does not guarantee admission into the program or course. Admission criteria may apply.