

**OFF-CAMPUS TUITION PLAN FOR CHILDREN**

(Full-time employees hired prior to June 1,

 1996 are eligible for this benefit)

**To be completed by eligible faculty or staff member (a copy of the itemized bill must be attached.)**

Employee **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Department **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Faculty or Staff? **\_\_\_\_\_**

Name of student **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Student date of birth **\_\_\_\_\_\_\_**

College name and address for billing:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Semester: □ Fall □ Spring □ Other Year: □ 1st □ 2nd □ 3rd □ 4th

**Human Resource Office Use Only:**

Tuition only -

Semester or trimester: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Less scholarship assistance

(see calculation) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Net tuition due $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clark tuition $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount requested

(60% of lesser amount) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Calculation for scholarship assistance**: if scholarship aid is given by the institution or other source, only a proportion of the financial aid granted will be deducted from the amount of the tuition benefit paid by Clark. This proportion will be the ratio of tuition to total charges.

Tuition X Scholarship / T+R+B = Amount deducted

**Eligibility - Under the conditions of this plan the following criteria must be met:**

1. Must be a voting member of the faculty or a full- time employee.
2. Must have completed five years of continuous full-time employment at Clark.
3. Eligible children are those who are under 24 years of age and are either
4. natural progeny; or b) adopted child, dependent ward, dependent stepchild and legal responsibility of the faculty/staff member at the present time and prior to the age of eighteen.
5. Child must be registered as a full-time undergraduate attending a two or four year accredited institution of higher learning which grants degrees recognized by one of the regional accrediting associations in the United States, such as the New England Association of Colleges and Secondary Schools or the Middle States Assoc.

**Benefits Under the Plan**

1. Assistance is provided for undergraduate education only.
2. Clark pays 60% of the tuition at the institution which the child attends, such amount not to exceed 60% of Clark's tuition for the same academic year.
3. A maximum of four years or to the undergraduate degree, whichever is earlier is provided. Normally, benefits are provided for four consecutive years only, unless a student's attendance is interrupted by illness, national emergency, or extraordinary circumstances. The Director of Human Resources will approve stop out periods under this policy provided that no more than five years are taken to complete the undergraduate degree and the age of 24 is not attained. Tuition payments will terminate upon completion of undergraduate requirements.
4. If a child attends summer school, evening college, or intersession, the benefit is maximum as stated above, and or combined with above, cost not to exceed 60% of Clark's tuition for that academic year. Summer school and intersession are considered to be part of the prior academic year.

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Human Resources Approval Date

The Office of Human Resources administers the University's off-campus tuition benefit for children. Please return this completed and signed form with a copy of the invoice from the institution. This invoice must indicate the total semester or annual tuition and any scholarship awards. In cases where the institution has a total fee covering tuition, room and board, a letter from an officer of the institution must accompany the invoice and should indicate the amount that is considered a tuition charge.

If approved by the Human Resources Office, the Accounting Office will make a payment directly to the institution that the child is attending. Payments are made on a semester basis, therefore this form and an invoice must be submitted to the Human Resources Office each semester. **Please allow at least 30 business days for processing payment.**