

On-Campus Tuition Benefit Request Form
(To be completed and signed by eligible faculty or staff member and returned to HR)

[Undergraduate Studies](#)

Arts/Sciences College (Day College)

After three years of full-time employment dependent children under the age of 24, matriculating in 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.

School of Professional Studies (SPS):

Employees may take two undergraduate courses per semester starting the first full semester of employment.

Spouse/Child: after one year of employment, either the spouse or one child may take one undergraduate or one graduate course per semester with Clark paying \$500 toward tuition.

Eligibility for tuition benefits is premised on the student (employee or qualifying dependents) being accepted into an eligible program (matriculating or non-matriculating) and adherence to all admissions policies and procedures, academic policies and academic standards. Questions on how to register as a student may be addressed with the Admissions Office or the Registrar's Office.

NOTE: Not all programs/courses are eligible for tuition benefits. Please refer to the [Tuition Benefit](#) for further information.

<div style="text-align: right; margin-bottom: 10px;"><u># of Courses</u></div> <div style="margin-bottom: 10px;">* Arts/Sciences College (Day College) _____</div> <div style="margin-bottom: 10px;">* School of Professional Studies _____</div> <div style="text-align: center; margin-bottom: 10px;"><u>Student Status</u></div> <div style="display: flex; align-items: center;"><input type="checkbox"/> 1st year</div> <div style="display: flex; align-items: center;"><input type="checkbox"/> Sophomore</div> <div style="display: flex; align-items: center;"><input type="checkbox"/> Junior</div> <div style="display: flex; align-items: center;"><input type="checkbox"/> Senior</div>	<div style="text-align: center; margin-bottom: 10px;"><u>Academic Year</u></div> <div style="margin-bottom: 10px;">_____</div> <div style="display: flex; align-items: center;"><input type="checkbox"/> Fall</div> <div style="display: flex; align-items: center;"><input type="checkbox"/> Intersession</div> <div style="display: flex; align-items: center;"><input type="checkbox"/> Spring</div> <div style="display: flex; align-items: center;"><input type="checkbox"/> Summer I</div> <div style="display: flex; align-items: center;"><input type="checkbox"/> Summer II</div>	<div style="text-align: center; margin-bottom: 10px;"><u>(Internal Use Only)</u></div> <div style="margin-bottom: 10px;">DC \$ _____</div> <div style="margin-bottom: 10px;">SPS \$ _____</div> <div style="margin-bottom: 10px;">GS \$ _____</div> <div style="margin-bottom: 10px;">CODE _____</div>
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Employee Name: _____ ☐ Faculty ☐ Staff

Dept: _____ Date of Hire: _____

Student Name (Required) _____ Clark ID# (Required) _____

Student relationship to employee? ☐ Self ☐ Spouse* ☐ Qualifying dependent**

Dependent's Date of Birth: _____ (Please check off: ☐ dependent ☐ not a dependent)

**Your signature below certifies that your marriage 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.*

.....

Employee Signature

Date

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Graduate Studies

Tuition Benefit:

School of Professional Studies (SPS):

Employees may take one graduate course per semester with full tuition waived starting the first full semester of employment.
Spouse/Child: after one year of employment, either the spouse or one child may take one graduate course per semester with Clark paying \$500 toward tuition.

School of Business (CUSB):

Employees may take two (2) courses per semester, pending acceptance through the CUSB admissions process.
Spouse/Child: After one year of full-time employment, either the spouse or one child may take one course per semester with a \$1,000 waiver (\$500 waiver for 7-week course), pending acceptance through the admissions process.

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

	<u># of courses</u>
School of Professional Studies _____	
School of Business	
MBA/MSM _____	
MSF/MSA _____	
If degree requirements will be completed this year:	
December: ____ May: ____ August: ____	

Per IRS Code Section 132: To exclude the cost of graduate courses in excess of \$5,250 from taxable wages in the School of Professional Studies and the School of Management one of the following conditions must apply to the course(s) **(Explanation attached by supervisor)**

- ☐ The educational course must be job related and either maintain or improve job skills in my current job
- ☐ 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
- And the following two conditions do not apply to the course(s)
1. The educational course is needed to meet the minimum educational requirements of my current job, or
 2. The educational course will qualify me for a new trade or business.

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.

Employee Name: _____ ☐ Faculty ☐ Staff

Dept: _____ Date of Hire: _____

Student Name (Required) _____ Clark ID# (Required) _____

Student relationship to employee? ☐ Self ☐ Spouse* ☐ Qualifying dependent**

Dependent's Date of Birth: _____ (Please check off: ☐ dependent ☐ not a dependent)

Employee Signature _____ Date _____

Supervisor Signature (only required if one of the above applies) _____ Date _____

Human Resources Approval _____ Date _____

*Your signature below certifies that your marriage 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.

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.