# WPI EMPLOYEES' DEPENDENT CHILDREN TUITION FORM

(Please print or type. A copy of itemized bill **must** be attached for Off-Campus courses. Page 2 must be signed)

***This benefit will be processed in the next Payroll cycle.***

| _____ | _____ | _____ |
|---|---|---|
| **Name of Employee** | **WPI ID #** | **Date** |
| _____ | _____ | |
| **Student Name** | **Home Address** | |
| _____ | _____ | _____ |
| **Relationship to Employee** | **Student's Date of Birth** | **Student's I.D. No.** |

**College Name**:_____

**Year of school (Please check one)**

☐ **Freshman** ☐ **Sophomore** ☐ **Junior** ☐ **Senior** ☐ **5th year Senior***

**Anticipated year of graduation:_____**

**Semester (Please check one)**

☐ **Fall** ☐ **Spring** ☐ **Summer**

**only for when the specified length of baccalaureate curriculum in which student is enrolled is greater than four years. Documentation will be required.*

## ELIGIBILITY

1. Employee must have worked a minimum of 1,450 hours or more for three (3) years of continuous service on or before September 15th (for the fall terms) or on or before January 15th (for the spring terms) of the year the student will begin classes.

2. Eligible children are those who are:
   a) Under 27 years of age
      1) natural born or adopted child
      2) dependent ward or dependent step-child
      3) legal responsibility at the present time and prior to the age of eighteen of the employee in question
   b) Claimed as a dependent of the employee for federal income tax purposes.

3. Child must be registered as an undergraduate attending a two or four year accredited institution of higher learning which grants degrees recognized by a regional or national accreditation association, such as the New England Commission of Higher Education (NECHE)

4. Please see Employee Policy and Benefits Manual for additional information.

## BENEFITS UNDER THE PLAN

1. **OFF CAMPUS BENEFIT:** Eligible for up to $2,600 per semester ($5,200 per academic year) per student toward tuition and mandatory fees to a maximum of $62,400 per family. Those full-time Administrative (exempt) staff members and tenure track Faculty employed prior to July 1, 1987 will continue to be entitled to a grant, for tuition and mandatory fees, not to exceed 50% of the tuition at WPI. Children may take, at no charge, one or two courses at WPI during E-Term on a space-available basis provided that the course has already met the minimum paid enrollment required for regular course status.

2. **ON CAMPUS BENEFIT:** Eligible for full tuition waiver for 16 terms. Dependent children may substitute full-time study in E Term at WPI for any other term and total eligibility charged accordingly. WPI does not have a mid-semester (i.e. end of C Term) withdrawal policy. Enrollment in E Term could have residency and financial ramifications.

3. Assistance is provided for undergraduate education only.

4. A maximum of four years of tuition payments or to the undergraduate degree, whichever is earlier, is provided except when the specified length of baccalaureate curriculum in which the student is enrolled is greater than four years, in which case the full period will be covered. Documentation from the college / university will be required.

5. If child attends Summer School, or E Term at WPI the benefit is the maximum as stated above. Summer School and E Term are considered to be part of the prior academic year.

## ADMINISTRATION OF PLAN

WPI Employees' Dependent Children Tuition Plan is administered by Talent and Inclusion.

Payments are made directly to the employee through payroll, upon presentation of an itemized bill from the institution indicating the total and tuition and fees to be paid. In cases where the institution has a total fee covering tuition, room and board, the bill must be accompanied by a letter from an officer of the institution indicating the amount which should be considered tuition and mandatory fees. Payments are made on a semester, quarterly or trimester basis.

Should a recipient either fail to matriculate, not register as an undergraduate student, or leave college before the end of the term, the grant will be refunded to Worcester Polytechnic Institute in accordance with the institution's regulations governing the adjustment of student accounts.

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I certify that my dependent meets the eligibility requirements of the plan in regards to age, dependent tax status, and accredited study.

_____ _____

Signature of Employee Date Talent and Inclusion Approval Date

For Talent and Inclusion Use Only:

EE Date of Hire _____ Payroll Code _____ Entered _____

To Bursar _____ Amount _____ Checked _____

Revised 7/2022