

Tuition Assistance Procedures for WPI Graduate Students
Completing Certificate in College Teaching Courses
Administered by the Morgan Teaching & Learning Center

WPI graduate students who apply for tuition assistance to take CCT courses are responsible for understanding and following these procedures and policies:

1. Check with your department head or graduate supervisor as to whether a CCT course will count toward your degree requirements. If it does not, you will still have the record of completing the course(s) and if you wish, you may still transfer the credit to WPI.
2. **Registration and payment:** The COWC requires payment of a \$75 pre-enrollment fee and tuition (\$299 per credit) by credit card up front. The Morgan Center offers WPI graduate students two options for payment:

Payment Option 1: Students pre-enroll and pay tuition with their own credit card. To do this, follow the instructions at <http://www.cowc.org/college-student-resources/certificate-college-teaching/procedures/procedures-students>. *Print out your receipt when you pre-enroll so that it can later be submitted for reimbursement.* Graduate students whose applications have been accepted will receive reimbursement in full only after passing the course. Upon successful completion of the course, submit evidence of a passing grade and your tuition receipt to Prof. Chrys Demetry, Morgan Center. This may be a printout of your grade from the Worcester State University (WSU) course management system or a paper transcript. (WSU handles the registration process for the COWC.) Once these two items are submitted after completion of the course, you will be reimbursed typically within 2-3 weeks.

Payment Option 2: This option is for students who do not wish to carry course tuition on their credit card balance prior to being reimbursed. WPI can pre-enroll for you and will pay for your pre-enrollment fee and tuition using an institutional credit card. However, students must still submit their own credit card information to WPI, in the event that they do not complete the course. *Students must submit evidence of a passing grade within 30 days of the last day of the course.* Two reminders will be sent by email, but if no response is received within one week of the second reminder or the 30 day period, whichever is later, your credit card will be charged for the pre-enrollment fee and full tuition.

3. **Important Limitation on Tuition Refunds:** Because of these limitations, it's important to think carefully about whether you will have sufficient time to commit to the course, and to communicate with the instructor if you have questions about what the time commitment is likely to be.

If you withdraw from a course (by contacting the Worcester State University registrar at jchaffee1@worchester.edu, Susan Wyckoff at swyckoff@cowc.org, and Chrys Demetry at cdemetry@wpi.edu) within one (1) working day after the first class meeting, you will be eligible for a 75% refund of tuition. If you withdraw from a course (by contacting the same people) more than one working day but within three (3) working days of the first class meeting, you are eligible for a 50% refund of tuition. *No refunds will be given beyond the third working day after the start of the course. Pre-enrollment fees are not refundable.* Failure to withdraw or to complete the course will result in a grade of F on the student's WSU transcript.

If you use Payment Option 2 and decide to withdraw from a course, WPI will bill your credit card for the pre-enrollment fee and that part of the tuition that the COWC does not reimburse.

4. **Transfer of Credit to WPI:** Upon completion of the course, your course credit will be on record at Worcester State University. Your course credit will *not* be transferred automatically to WPI. If you wish to transfer the credit to WPI for application toward your degree requirements, you will need to complete WPI's Graduate Transfer Credit Authorization Form and submit it to the Registrar's Office at WPI.