

Tuition Assistance Application Form for WPI Graduate Students Taking Certificate in College Teaching Courses

- Before completing this form, you **MUST** carefully read a document located on the Morgan Center website: *Tuition Assistance Procedures for WPI Graduate Students Completing Certificate in College Teaching Courses*.
- Deadline for priority consideration is 30 days before the start of the relevant semester.
- This form should be completed and submitted either electronically to cdemetry@wpi.edu or by campus mail to Prof. Chrys Demetry, Morgan Teaching & Learning Center.

Date: _____

Name: _____

Department: _____

Degree program (PhD/MA/MS/other): _____

Preferred email address: _____

List any Certificate courses that you have already completed:

Course number				
Course title				
Semester/Year				

List course(s) for which you are applying for assistance. Please list only courses that are being offered in the upcoming semester:

Course number		
Course title		
Credits		

Why are you interested in taking the Certificate course(s) listed above?

Are you currently or have you been a graduate Teaching Assistant at WPI?

Please provide any further information that may help us to evaluate your application:

Indicate which payment option you would like to use:

Option 1

Option 2 (*complete additional pages of application*)

I have read and understand the document "Tuition Assistance Procedures for WPI Graduate Students Completing Certificate in College Teaching Courses":

Signature of Graduate Student

Date

Approval of department head to use a CCT course for credit towards your degree*:

Degree

Department Head Signature

**Note: This section can be left blank if the student has determined that the credits earned in the Certificate in College Teaching program will not count towards the degree. The credit will still be recorded and accessible on a Worcester State University transcript.*

Additional Information Required for Students Using Payment Option 2

This is the required information for the COWC pre-enrollment website. It will be entered on your behalf. A WPI institutional credit card will be used to pay the pre-enrollment fee and tuition.

First Name: _____

Last Name: _____

Street Address: _____ **Apt:** _____

City: _____

State: _____

Zip: _____

Country: _____

Phone: _____

Email: _____

Semester of the Course(s) You Would Like to Take: ___ Spring ___ Summer ___ Fall

Citizenship:

___ US Citizen

___ Permanent Resident/Alien

___ Foreign/Nonresident/Alien – Citizen of _____

Gender: ___ Male ___ Female

Date of Birth (mm/dd/yyyy): _____

Ethnicity:

___ Asian/ Pacific Islander

___ Multiple Ethnicity

___ Hispanic/Puerto Rican

___ White, non-Hispanic

___ Native Hawaiian/Pacific Islander

___ American Indian/Alaskan Native

___ Hispanic/Mexican American

___ Hispanic

___ Black, non-Hispanic

___ Asian/Indian subcontinent

Have you previously taken courses at Worcester State University?

Yes* No Don't know

***If yes, last term enrolled:** _____

***If yes, previous name (if different from above):** _____

Current Higher Education Status:

Faculty Full Time
 Faculty Part Time
 Staff
 Student
 Other: _____

Program you are enrolled in at WPI (e.g., MS, Mechanical Engineering):

Granting Institution of your Baccalaureate Degree: _____

CCT Course Number(s) for which you would like to register: _____

By signing below I acknowledge my understanding and agreement with the terms of this note.

Should I withdraw from the course(s) listed above, or if I fail to satisfactorily complete the course(s), or if I fail to notify the Morgan Center of successful course completion within 30 days of the last day of the course, I understand that my credit card will be charged as follows:

- If I formally withdraw from the course within 1 working day of the first class meeting, by contacting the Worcester State University registrar at jchaffee1@worchester.edu , Susan Wyckoff at swyckoff@cowc.org, and Chrys Demetry at cdemetry@wpi.edu, my credit card will be charged for the \$75 pre-enrollment fee and 25% of the tuition at \$299 per credit. (The remaining 75% tuition will be refunded to WPI by the COWC.)
- If I formally withdraw from the course more than one working day but within three (3) working days of the first class meeting, my credit card will be charged for the \$75 pre-enrollment fee and 50% of the tuition at \$299 per credit. (The remaining 50% tuition will be refunded to WPI by the COWC.)
- If I withdraw from the course after three (3) working days, or if I do not successfully complete the course, or if I do not send documentation of successful course completion to the Morgan Center within 30 days of the last day of the course, my credit card will be charged for 100% of the course tuition (at \$299 per credit) and the pre-enrollment fee of \$75. I understand that I will be sent two reminders by email, but if no response is received within one week of the second reminder or the 30 day period, whichever is later, my credit card will be charged.

Card Type (Mastercard, Visa): _____

Card Number: _____

Expiration date: _____

Signature: _____