



# WPI Employee Benefits and Policies Manual

## Tuition Assistance Benefits

WPI will provide financial assistance to benefits eligible employees pursuing undergraduate, graduate, and PhD education, the undergraduate university education of dependent children of employees (as defined by the IRS), and the undergraduate and graduate education of employees' spouses or domestic partners.

If an employee elects to distribute the assistance between WPI and other Universities, attendance at WPI reduces the total sum available at other Universities by \$5,200 per academic year. Part time enrollment reduces the total sum of semesters available.

The tuition assistance benefit continues for an employee's dependent children if the employee retires, dies, becomes totally disabled during service, or is on a leave (FMLA, parental, or military) while the dependent is utilizing the tuition assistance benefit.

An outline of the tuition benefits for employees, children of employees, and spouses or domestic partners follows:

### Employees of WPI

#### Tuition at WPI for Undergraduate, Graduate, or PhD Program

**Eligibility Requirements:** Employee must be in a benefits eligible position and have worked a minimum of six (6) months of continuous service on or before the first day of the term.

**Cost:** Tuition waived by WPI

**Comments:** One undergraduate course per term or two graduate or PhD courses per semester (day or evening classes). A semester is defined as Fall, Spring and Summer. A Request for WPI Tuition Remission form must be filled out, submitted to, and approved by the Office of Talent & Inclusion, prior to enrollment. These "tuition scholarships" are awarded with the provision that employees are qualified for admission and that the class hours do not conflict with regular work requirements.

#### **Employee Graduate and PhD Courses**

*\*The amount of graduate and PhD program tuition is subject to all applicable taxes, per section 127 of the IRS guidelines. Federal law requires that tuition remission granted in each calendar year more than \$5,250 be reported as taxable income on the employee's W-2 form.*

*Some individual graduate courses and PhD programs may be tax exempt if they meet the IRS definition of job related. The [WPI Graduate Level Course Job Related Designation Form](#) must be submitted for each course to determine if the course meets the IRS tax exempt definition.*



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## Tuition for Off Campus Undergraduate, Graduate, or PhD Programs

(Credit earning courses may ONLY be taken at an accredited institution of higher learning)

**Eligibility Requirements:** Employee must be in a benefits eligible position and have worked a minimum of six (6) months of continuous service on or before the first day of the term

**Cost:** Reimbursement of 75% of tuition and mandatory fees, up to a maximum of \$2,000 per academic year.

\*The amount of graduate and PhD program tuition is subject to all applicable taxes, per section 127 of the IRS guidelines.

**Comments:** Employee must complete an Application for Off-Campus Educational Assistance (a copy of the course description(s) must be attached to the request) and obtain approval from their supervisor and Talent & Inclusion prior to enrollment. Classes must be job related or part of a job-related degree program, as approved by a supervisor or department head and the Office of Talent & Inclusion. If the course takes place during work hours, a Department Head signature will be required. Once the employee has completed the class, a copy of their final passing grade and receipt of payment for the class must be submitted to Talent & Inclusion for the reimbursement to be processed within 60 days of the completion of the course.

## On or Off Campus Non-Credit Courses

**Eligibility Requirements:** Employee must be in a benefits eligible position and have worked a minimum of six (6) months of continuous service on or before the first day of the term

**Cost:** Non-credit courses (i.e., Continuing Education Units, courses, seminars, etc.) taken at WPI or off campus must be approved by a department head, and all direct costs of attendance are charged to the department. These courses should contribute directly to the employee's present position.

## **Dependent Children of WPI Employees**

Each family is eligible for tuition assistance equivalent to a total of not more than twelve (12) academic years at WPI, or a maximum of \$62,400 at universities other than WPI, whichever comes first. If a family elects to distribute assistance between WPI and other universities, attendance at WPI will reduce the total sum available for other universities by \$5,200 per academic year.

Dependent children of WPI employees are eligible for tuition assistance and defined as under 27 years of age and must be claimed as a dependent of the employee for federal income tax purposes. A child may be natural born or adopted, a dependent ward or dependent stepchild or legal responsibility at the present time and prior to the age of eighteen.



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## Undergraduate Study at WPI – Dependent Children

**Eligibility Requirements:** Employee must have worked a minimum of 1,450 hours or more for three (3) years of continuous service on or before August 1<sup>st</sup> (for the fall terms) or on or before January 1<sup>st</sup> (for the spring terms) of the year the student will begin classes.

**Cost:** Tuition waived by WPI\*

\*Please note that recipients of the WPI tuition benefit are not eligible to receive WPI Academic Merit Scholarships, WPI University Awards, or WPI need based scholarships. If a dependent child of a WPI employee is utilizing the tuition benefit, a copy of the WPI Employee's Dependent Children Tuition Form must be completed and submitted to Talent & Inclusion, as these funds must be documented as resources received.

**Comments:** Dependent children may attend the undergraduate school with tuition costs waived for up to 16 terms (full-time or part-time enrollment in each of A, B, C, D, and E terms count as one of the sixteen terms allowed). Tuition benefits for dependent children with documented disabilities who are attending WPI will be extended to up to six years to address inequities and increase accessibility.

To receive this benefit, an Application for Participation in WPI Employees' Dependent Children Tuition Plan must be submitted to, and approved by, the Office of Talent & Inclusion along with a copy of the tuition bill by June 1<sup>st</sup> for Fall courses, December 1<sup>st</sup> for Spring courses and May 1<sup>st</sup> for Summer courses. Overload, project, or independent study work is not included.

Tuition benefits for dependent children with documented disabilities who are attending WPI will be extended to up to six years to address inequities and increase accessibility.

## Off Campus Undergraduate Study – Dependent Children

Off Campus Undergraduate programs must be taken at an accredited institution of higher learning where a student is enrolled in a degree seeking program.

**Eligibility Requirements:** Employee must have worked a minimum of 1,450 hours or more for three (3) years of continuous service on or before August 1<sup>st</sup> (for the fall terms) or on or before January 1<sup>st</sup> (for the spring terms) of the year the student will begin classes.

**For employees hired after July 1, 1987:** WPI will pay up to \$2,600 per semester (\$5,200 per year) per child to a maximum of \$62,400 per family. (This will be examined for inflation annually). This benefit applies to an undergraduate degree program and is for tuition and mandatory fees. Each child is eligible for not more than 4 academic years (8 semesters or the equivalent) of tuition assistance except when the specified length of baccalaureate curriculum is greater than four years, in which case the full period will be covered.\* The tuition grant is paid directly to the employee, upon receipt within 60 days of the completion of the course by the Office of Talent & Inclusion of an Application for Participation in WPI Employees' Dependent Children Tuition Plan and an itemized bill from the college or university at which the student is enrolled.



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\*If a dependent child is enrolled in a baccalaureate curriculum that is greater than four years, official documentation from the institution where the degree is being sought will be required.

\*\*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.

**For exempt (salaried) staff and faculty members hired prior to 1987:** WPI will continue to offer a grant for tuition and mandatory fees, not to exceed 50% of the tuition at WPI per student.

If a dependent child discontinues their educational program, any tuition refunds up to the amount of the grant will revert to WPI. The WPI Employee Dependent Children Tuition Form must be submitted to, and approved by, the Office of Talent & Inclusion along with a copy of the tuition bill within 60 days of the completion of the course. Overload, project, or independent study work is not included.

## Spouse or Domestic Partner of WPI Employee

### Undergraduate or Graduate Study (Master's degrees only) at WPI

**Eligibility Requirements:** Employee must have worked a minimum of 1,450 hours or more for three (3) years of continuous service on or before August 1<sup>st</sup> (for the fall terms) or on or before January 1<sup>st</sup> (for the spring terms) of the year the student will begin classes.

**Cost:** Tuition waived by WPI

\*The amount of graduate and PhD program tuition is subject to all applicable taxes, per section 127 of the IRS guidelines.

**Comments:** One undergraduate course per term or two graduate courses per semester (day or evening). Enrollment for spouses and domestic partners will be provided on a space available basis. A Request for WPI On Campus Tuition Remission form must be filled out, submitted to, and approved by the Office of Talent & Inclusion, prior to enrollment.