

# WPI on Campus Tuition Remission Form

Eligibility for the Employee tuition benefit as outlined in WPI's Policy and Benefits Manual states that the 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 academic term.

Academic Term: \_\_\_\_\_ Academic Year: \_\_\_\_\_ ☐ Undergraduate / ☐ Graduate  
Circle one

- Complete all sections and acknowledge below.

## SECTION 2

Employee Name (Print or Type) \_\_\_\_\_

Employee WPI ID# \_\_\_\_\_

Student Name/Relationship to Employee \_\_\_\_\_

Student WPI ID# \_\_\_\_\_

## SECTION 3 Indicate the appropriate program:

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Undergraduate

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Graduate (Master's or PhD)

- Graduate level job-related courses must be initialed by Supervisor and a Job-Related Designation Form attached to avoid taxes.

### Complete the following course information

Course No.	Course Name	Supervisor Signature	Credits/ Number of Units
_____	_____	_____	_____
_____	_____	_____	_____

1. I understand the remission applies to Tuition only. All other fees applicable to students enrolled in a similar program are due and payable at the time of registration.
2. In the event of termination of employment at WPI, tuition will be payable pro-rated for the remainder of the semester
3. I further understand if my application for remission is not approved, I will receive written notification together with an invoice for the amount payable

### Graduate Courses Only (Master's or PhD)

4. I understand as an employee taking a graduate level (Master's or PhD) course, a completed and approved Job-Related Designation Form must be submitted to avoid job related graduate level taxes. Employee graduate courses that are not job related are taxable after the value exceeds the \$5,250 IRS annual limit.
5. Under IRS guidelines, tuition benefits for a spouse/partner is considered taxable income and must be reported income on your W-2 Form.
  1. **Tax Impact:** The value of the tuition benefit provided to your spouse will be added to your taxable wages for federal, state, and FICA purposes. Payroll will calculate the imputed income by dividing the total amount by the number of months in each term.
  2. **Reporting:** The imputed income will appear in the relevant boxes on your W-2 form, which you will receive annually.
  3. **Withholding Adjustments:** If applicable, you will notice an increase in the tax withholding form from your impacted paycheck(s) to account for taxes due on this imputed income. You may need to update your tax withholding in Workday under the **Benefits and Pay > Benefits > Pay > Tax > Tax Elections > Update** if you choose

Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_

## SECTION 4- GRADUATE COURSES ONLY

Job Related – Designation Form Completed and Submitted

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## SECTION 5

Talent & Inclusion Approval \_\_\_\_\_

Date \_\_\_\_\_

# **WPI on Campus Tuition Remission Form**

## **INSTRUCTIONS**

Please refer to the policies and procedures manual or website for information on eligibility and benefits available to you under the Tuition Remission Program.

1. Complete the form. Please print or write legibly.
  - If you are taking a graduate level course, please review the Taxation of Benefits section of the Tuition Remission Form
  - If the graduate course is job related, please attach a completed and signed Job Related Designation form with this Form
2. Submit Tuition Remission Forms to the Office of Talent and Inclusion
3. Forms will be reviewed for completeness and eligibility, then approved or denied. If a request is denied or additional information is needed, you will be notified via email. Forms will not be processed until required information is received. You will receive notification if there is an issue with your form.