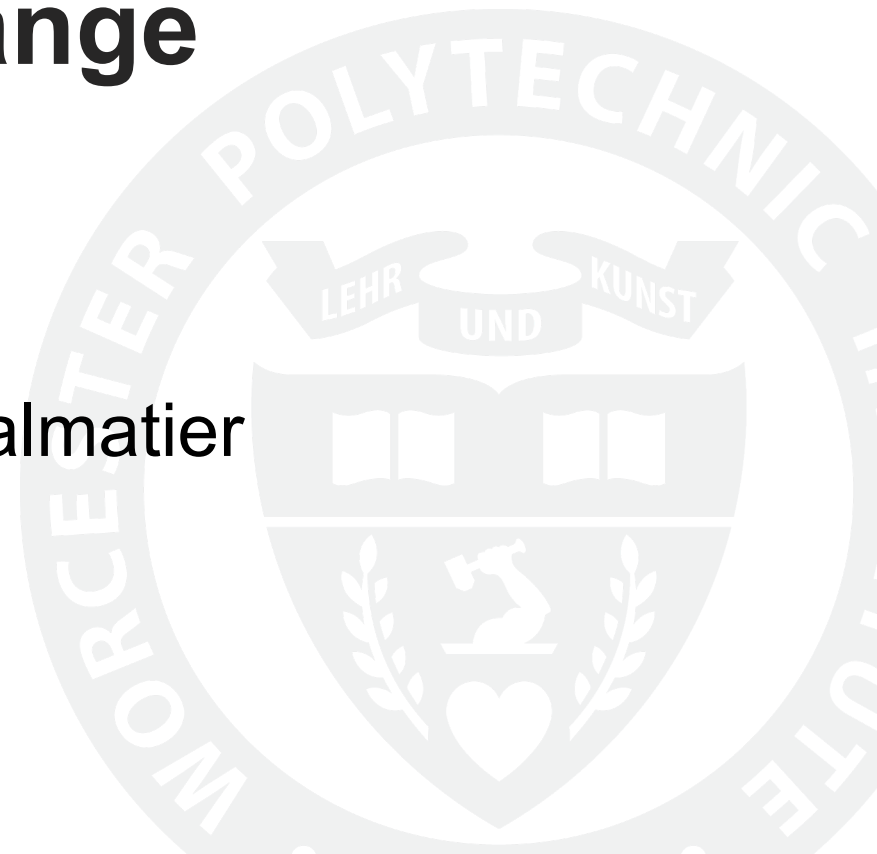




# WPI

## **Tuition Benefit & Tuition Exchange Educational Session**

Presented by Carlie Rudzinski & Gina Havel Palmatier



# Employees at WPI

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

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- **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
- **Undergraduate & Graduate Classes:** WPI provides financial assistance for these classes.
  - If you would like to take a class and not enroll in a specific degree program reach out to the Registrars office
  - If you would like to enroll in a graduate program, please reach out to [grad@wpi.edu](mailto:grad@wpi.edu)
    - Personal Checklist for Admissions Application
  - You can take up to 2 classes per term (undergraduate classes) or semester (graduate classes)
- **Cost:** Tuition waived by WPI
- **Required Forms to submit to [benefits@wpi.edu](mailto:benefits@wpi.edu):**
  - [Tuition – On-Campus Remission](#)
  - [Tuition – WPI Graduate Level Course Job Related Designation Form](#)
    - This form is to be used by the supervisor to designate, based on course content and job responsibilities, that the course(s) taken is job related and should be excluded from taxation

# Employees at WPI

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

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- **Requirements:** must have worked a minimum of 6 months of continuous service as a full-time benefited employee. Credit earning courses may ONLY be taken at an accredited institution of higher learning
- **Cost:** Employees receive a reimbursement of 75% of any mandatory fees up to the total sum 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
- **Required Forms to submit to [benefits@wpi.edu](mailto:benefits@wpi.edu):**
  - [WPI Request for Employee Off-Campus Educational Assistance Form](#)
  - A copy of the course description(s) must be attached to the request) and obtain approval from their supervisor and Division of 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 Division 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.

# Employees at WPI

## On or Off Campus Non-Credit Courses

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- **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.

# Undergraduate Study at WPI – Dependent Children

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- **Requirements:** Employee must have worked a minimum of 1,450 hours or more for three (3) years of continuous service on or before August 1st (for the fall terms) or on or before January 1st (for the spring terms) of the year the student will begin classes.
- **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.
- **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.
- **Required Forms to submit to [benefits@wpi.edu](mailto:benefits@wpi.edu):**
  - [Tuition – Dependent Children PDF Form](#)

# Off Campus Undergraduate Study – Dependent Children

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- **Requirements:** Employee must have worked a minimum of 1,450 hours or more for three (3) years of continuous service on or before August 1st (for the fall terms) or on or before January 1st (for the spring terms) of the year the student will begin classes.
  - 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.
  - 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.
- **Cost:** WPI will pay up to \$2,600 per semester (\$5,200 per academic year) per child.
  - This pertains to undergraduate degree programs ONLY
  - Tuition and mandatory fees ONLY
- **Required Forms to submit to [benefits@wpi.edu](mailto:benefits@wpi.edu):**
  - [Tuition – Dependent Children PDF Form](#)
  - Itemized Bill

# Spouse or Domestic Partner of WPI Employee

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- **Requirements:** must have worked a minimum of 1,450 hours or more for 3 years of continuous service as a full-time benefited employee.
- **Undergraduate & Graduate Classes:** WPI provides financial assistance for these classes.
  - If you would like to enroll in a graduate program, please reach out to [grad@wpi.edu](mailto:grad@wpi.edu)
    - Personal Checklist for Admissions Application
  - You can take up to 2 classes per term (undergraduate classes) or semester (graduate classes)
- **Cost:** Tuition waived by WPI
- **Required Forms to submit to [benefits@wpi.edu](mailto:benefits@wpi.edu):**
  - [Tuition – On-Campus Remission](#)

# Navigating Tuition Exchange



Fall 2025



# Tuition Exchange Scholarship "Export"

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- Dependent's eligibility to apply for Tuition Exchange scholarship is based on your employment status at WPI:
- **ELIGIBLE EMPLOYEE:** Any faculty or staff member who has completed three years of continuous full-time employment at WPI as of August 31st of the year the employee's dependent child would matriculate at a TE school is eligible to apply.
- Participation in the program will cease upon termination of employment, including retirement. If the parent's employment status with WPI changes (terminated, leaves/resigns), their student's eligibility for future Tuition exchange scholarship is also rescinded. **When benefits-eligible employment at WPI ends, tuition benefits continue through semester in progress but will not continue beyond that.**
- **TE is a competitive scholarship -**

Our certification of eligibility as an export allows the student the opportunity to be considered for a tuition exchange scholarship at another member institution. Selection criteria are school-specific and may vary between schools. Award decisions will come from the other school. WPI Tuition Exchange liaisons have no input or influence on the scholarship selection criteria implemented at other schools.

# Navigating the TE Process

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## Two Steps:

1. Student applicant (not the parent!) creates TE account using their own email address that will remain with them after high school.
2. Student logs in and completes TE EZ-Application.

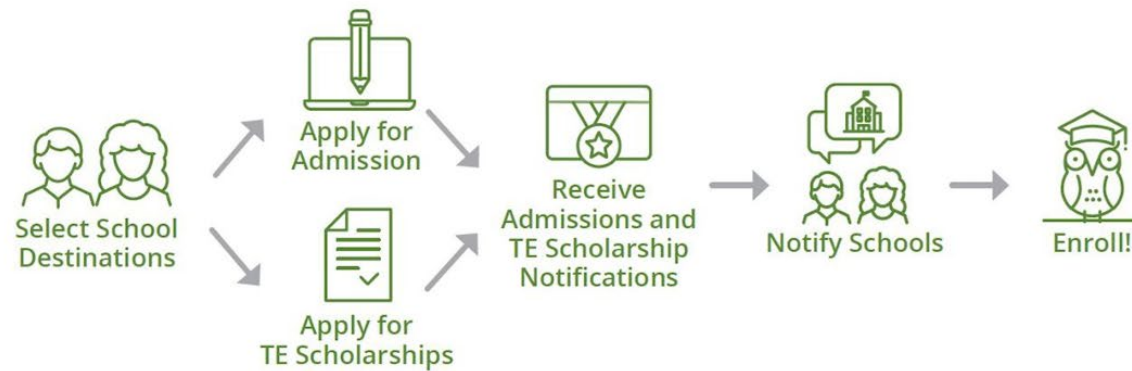
<https://te.tuitionexchange.org/applicantsignin>



- Select **2026-2027** year if seeking a Tuition Exchange Scholarship for Fall 2026/Spring 2027.

**2026-2027  
TE EZ-  
Application  
opened  
July 1, 2025!**

## TE application process goes hand-in-hand with admissions process...



## Keep in Mind...

- TE EZ-Application is not a substitute for applying for admission
- TE EZ-Application may be submitted before or after the student has formally applied for admission but TE is generally only offered to accepted students.
- Applying Early Decision is a personal choice but, keep in mind, it is binding!
- Apply early!
- Check with your **Export** TELO to determine your employer's TE policy, process and Export application deadlines.
- Click on the **SCHOOL LIST** at [tuitionexchange.org](http://tuitionexchange.org) to get all the details, app deadline, TELO contact info., etc. for specific schools student is considering.
- Check with the **Import** TELO's at the schools your dependent is considering to learn:
  - Size of TE application pool
  - How many TE scholarships offered annually
  - What criteria do they use when awarding
  - If not offered TE at point of entry, and student still enrolls, will they consider for TE in a subsequent year?



# Contact & Resources

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- [Benefits Policy & Manual](#)
- [Tuition Remission Forms](#)
- **Benefits Team –**  
[Benefits@wpi.edu](mailto:Benefits@wpi.edu)
- **Tuition Exchange -**  
[tuitionexchange.org](http://tuitionexchange.org)
- **WPI Tuition Exchange Liaison officer: Gina Havel Palmatier,**  
[ghavel@wpi.edu](mailto:ghavel@wpi.edu)

