

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 have worked a minimum of 1,450 hours per year or more for the three (3) years of continuous service on or before September 15th (for the fall term) or on or before January 15th (for the spring term) of the year the employee will begin classes.

SECTION 1

Academic Term: _____ Academic Year: _____ Undergraduate / Graduate
Circle one

- Complete all sections pay special attention to Graduate level courses.

SECTION 2

 Employee Name (Print or Type) Employee WPI ID#

 Student Name/Relationship to Employee Student WPI ID#

SECTION 3 *Indicate the appropriate program:*

_____ Undergraduate _____ Graduate (Master's level only)

- 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 Only)

- 4) I understand as an employee taking a graduate level (Master's only) 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) I understand that the **total value of graduate courses for a spouse is taxable**

 Employee's Signature Date

SECTION 4- GRADUATE COURSES ONLY

Job Related Designation Form Completed and Submitted

SECTION 5

 Hr Approval Date

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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 Human Resources
3. Forms will be reviewed for completeness and eligibility, approved or denied, and forwarded directly to the Bursar's Office. If a request is denied or additional information is needed, you will be notified in writing. Forms will not be processed until required information is received. You will receive notification if there is an issue with your form.