WPI graduate students who apply for tuition assistance to take CCT courses are responsible for understanding and following these procedures and policies:

1. **Check with your department head or graduate supervisor as to whether a CCT course will count toward your degree requirements.** If it does not, you will still have the record of completing the course(s) and if you wish, you may still transfer the credit to WPI; it just won’t count toward your degree.

2. **Registration and payment:** Students should apply for tuition assistance from WPI before enrolling in the course. (If you do enroll first, you should not necessarily count on receiving tuition assistance.) HECCMA requires payment of a $200 per semester enrollment fee and tuition ($265 per credit) by credit card up front. There are two payment options for WPI graduate students for whom tuition assistance has been approved:

   **Payment Option 1:** Students pre-enroll and pay tuition with their own credit card. To do this, follow the instructions for pre-enrollment on the Consortium’s website. **Save or print your receipt when you pre-enroll so that it can later be submitted for reimbursement.** Graduate students whose applications have been accepted will receive reimbursement in full only after passing the course. Upon successful completion of the course, submit evidence of a passing grade and your tuition and fee receipt to morgan-center@wpi.edu, along with your WPI Student ID#. Evidence of a passing grade may be a printout of your grade from the Worcester State University (WSU) course management system or a paper transcript. (WSU, not HECCMA or WPI, formally confers the academic credit.) Once these items are submitted after completion of the course, you will be reimbursed typically within 2-3 weeks.

   **Payment Option 2:** This option is for students who do not wish to carry course tuition on their credit card balance prior to being reimbursed. **WPI can pre-enroll for you and will pay your pre-enrollment fee and tuition** using an institutional credit card. However, if you withdraw from the course or do not earn a passing grade, you will be required to reimburse WPI for the pre-enrollment fee and tuition using your own credit card. **Students must submit evidence of a passing grade within 30 days of the last day of the course.** Two reminders will be sent by email, but if no response is received within one week of the second reminder or the 30 day period, whichever is later, your credit card will be charged for the pre-enrollment fee and full tuition.

3. **Important Limitation on Tuition Refunds:** Because of these limitations, it’s important to think carefully about whether you will have sufficient time to commit to the course, and to communicate with the instructor if you have questions about what the time commitment is likely to be.

   If a student withdraws from a course (by contacting the Worcester State University registrar at jchaffee1@worcester.edu, CCT Program Director Jeanine Went at jwent@heccma.org, and Chrys Demetry at cdemetry@wpi.edu) before the course starts or within three working days after the first class meeting, s/he is eligible for a refund of tuition. For example, for a course starting on Monday,
the last day to drop is close of business (5 pm) Wednesday. Dropping a course within three (3)
working days results in no notation on the student transcript. The student should request a refund
by contacting Jeanine Went at jwent@heccma.org. No refunds will be given beyond the first three
(3) days after the start of this course, and a grade of “W” will be recorded on the WSU transcript.
Pre-enrollment fees are not refundable. Failure to withdraw or to complete the course will result in a
grade of F on the student’s transcript.

If you use Payment Option 2 and decide to withdraw from a course, WPI will bill your credit card for
the $200 pre-enrollment fee and any tuition that the Consortium does not reimburse.

4. Transfer of Credit to WPI: Upon completion of the course, your course credit will be on record at
Worcester State University. Your course credit will not be transferred automatically to WPI. If you
wish to transfer the credit to WPI for application toward your degree requirements and/or to be
listed on your WPI transcript, you will need to complete WPI’s Graduate Transfer Credit
Authorization Form and submit it to the Registrar’s Office at WPI. The WSU course designation
CT 901 Seminar in College Teaching will transfer to the WPI course designation IDG 501 Seminar in
College Teaching. All other courses in the Certificate program are generally given Special Topics or
Special Problems designations available in most departments; consult your department for advice.