Tuition Assistance Application Form for WPI Graduate Students Taking Certificate in College Teaching (CCT) Courses

- Before completing this form, you MUST carefully read a document located on the Morgan Center website: *Tuition Assistance Procedures for WPI Graduate Students Completing Certificate in College Teaching Courses*. Please also see the [CCT website](#) for answers to frequently asked questions.
- Tuition assistance applications are considered on a first-come, first-served basis. Since limited funds are available, apply early to enhance your chances of funding.
- This form should be completed and submitted either electronically to [cdemetry@wpi.edu](mailto:cdemetry@wpi.edu) or by campus mail to Prof. Chrys Demetry, Morgan Teaching & Learning Center.

Date: ______________________

Name: __________________________________________

Department: ______________________________________

Degree program (PhD/MA/MS/other): ________________________________

Preferred email address: _______________________________________

List any Certificate courses that you have already completed:

<table>
<thead>
<tr>
<th>Course number</th>
<th>Course title</th>
<th>Semester/Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

List course(s) for which you are applying for assistance. Please list only courses that are being offered in the upcoming semester:

<table>
<thead>
<tr>
<th>Course number</th>
<th>Course title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

Why are you interested in taking the Certificate course(s) listed above?

Are you currently or have you been a graduate Teaching Assistant at WPI?
Please provide any further information that may help us to evaluate your application:

Two payment options are described in the Procedures document. Please indicate which payment option you would like to use:

___ Option 1
___ Option 2 *(complete additional pages of application)*

I have read and understand the document “Tuition Assistance Procedures for WPI Graduate Students Completing Certificate in College Teaching Courses”:

________________________________________________________________________
Signature of Graduate Student                                              Date

Approval of department head to use a CCT course for credit towards your degree*:

__________________________________________  ______________________________
Degree  Department Head Signature

*Note: This section can be left blank if the student has determined that the credits earned in the Certificate in College Teaching program will not count towards the degree. The credit will still be recorded and accessible on a Worcester State University transcript.
Additional Information Required for Students Using Payment Option 2

This is the required information for the Certificate in College Teaching Student Pre-Enrollment Form. It will be entered on your behalf since an institutional credit card will be used to pay the pre-enrollment fee and tuition.

First Name: ________________________________

Last Name: _______________________________________

Street Address: ____________________________    Apt: ________

City: __________________________________________

State: __________________________________________

Zip: __________________________________________

Country: ________________________________________

Phone: _________________________________________

WPI e-mail address: ________________________________________

Gender: ___ Male    ___ Female

Date of Birth (mm/dd/yyyy): ________________

Semester of the Course(s) You Would Like to Take:    ___ Spring    ___ Summer    ___ Fall

Citizenship:
   ___ US Citizen
   ___ Permanent Resident/Alien
   ___ Foreign/Nonresident/Alien
   ___ Citizen of other country. Please specify the country of which you are a citizen: ______________________

Ethnicity:
   ___ Asian/ Pacific Islander
   ___ Multiple Ethnicity
   ___ Hispanic/Puerto Rican
   ___ White, non-Hispanic
   ___ Native Hawaiian/Pacific Islander
   ___ American Indian/Alaskan Native
   ___ Hispanic/Mexican American
   ___ Hispanic
   ___ Black, non-Hispanic
   ___ Asian/Indian subcontinent
Have you previously taken courses at Worcester State University?
___Yes*        ___No        ___Don’t know

*If yes, last term enrolled: ________________________________

*If yes, previous name (if different from above): ________________________________

Current Higher Education Status:
___ Faculty Full Time
___ Faculty Part Time
___ Staff
___ Student
___Other: ________________________________

Program you are enrolled in at WPI (e.g., MS, Mechanical Engineering):
_____________________________________________________

Granting Institution of your Baccalaureate Degree: ________________________________

CCT Course Number(s) for which you would like to register: ________________________________

By signing below I acknowledge my understanding and agreement with the terms of this note:

Should I withdraw from the course(s) listed above, or if I fail to satisfactorily complete the course(s), or if I fail to notify the Morgan Center of successful course completion within 30 days of the last day of the course, I understand that I will be obligated to repay WPI with my personal credit card, which will be charged as follows:

- If I formally withdraw from the course before the first class meeting or within three working days after the first class meeting, 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, I will be eligible for a tuition refund but my credit card will be charged for the $100 pre-enrollment fee since it is non-refundable.

- If I withdraw from the course after three (3) working days, or if I do not successfully complete the course, or if I do not send documentation of successful course completion to the Morgan Center within 30 days of the last day of the course, my credit card will be charged for 100% of the course tuition (at $265 per credit) and the pre-enrollment fee of $100. I understand that I will be sent two reminders by email, but if no response is received within one week of the second reminder or the 30 day period, whichever is later, my credit card will be charged.

Signature: _____________________________________________________________________