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

- Before completing this form, you should 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.
- Once completed, scan and submit this form electronically to morgan-center@wpi.edu. Questions may be sent to the same email address.

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>
</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>
</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 $200 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 $200. 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: ___________________________________________________