

WPI
Request for On Campus Tuition Remission

Employee Name

Social Security Number

Student Name/Relationship to Employee

Social Security Number

Term/Semester

Year

Today's Date

ENROLLMENT
(check one)

TUITION PER
UNIT/CREDIT HOUR

NUMBER OF
UNITS/CREDIT HOURS

TOTAL
TUITION COST

Undergraduate

_____ X

_____ =

*Graduate

_____ X

_____ =

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.

Signature of Employee

Date

Supervisor Approval

Date

Human Resources Approval

Date

*Section 127, which represents employer provided Educational Assistance, has **not** been extended after June 30, 1996. Therefore, effective July 1, 1996 graduate level tuition assistance for employees must be included in an employee's taxable wages. However, if the graduate level course is considered job related the tuition assistance would be exempt from being included in your taxable wages.

A course would be considered job related and would be excluded from taxable wages if it meets one of the following criteria:

- 1) **Maintains or improves skills required by the individual in his/her employment or other trade or business, or**
- 2) **Meets the express requirements of the individual's employer or the requirement of an applicable law or regulation, imposed as a condition of employment.**

As noted by both my signature and my supervisor's signature below, we have reviewed and determined that the graduate level course is ___ /is not ___ to be considered job related for purposes of taxability.

Employee Name (please print)

Employee Signature

Supervisor's Name (please print)

Supervisor's Approval