

Today is Friday, January 15, 2010.

## Tuition Assistance - Employee Data Entry

Completing a  
Degree This Term?

☐ Yes ☒ No

Do you have  
a Bachelors?

☒ Yes ☐ No

School State

Massachusetts

School

Worcester Polytechnic Inst

Field of  
Study:

Elec&Comp Engrg

Enrolled Degree Level

Continuing  
Ed. ☐

Masters ☐

Certificate ☐

Doctorate ☐

Bachelors ☐

LDP ☒

Course Number

ECE503

Course Name

DIGITAL SIGNAL PROC

Course Start Date (mm/dd/yy)

01/19/10

Lab Fees

\$

Registration

\$

Tuition

\$ 3363.00

Text Books

\$ 146.56

Other Fees

\$

Total\*\*

\$ 3509.56

\*\* These amounts are subject to adjustment prior to reimbursement per MDP2291 guidelines.

The following 4 questions need to be answered in order to determine the taxability of your tuition reimbursement. Remember, the employee is ultimately responsible for any and all tax assessed by the Internal Revenue Service concerning this course.

You should answer these questions honestly since any answers that are not found truthful may result in a fine with any accrued interest and other penalties.

1.) Is the course required to meet the minimum educational requirements of your position?

Yes

☐

No

☒

2.) Is the course part of a degree program that will lead to qualifying you in a new trade or business?

Yes

☐

No

☒

3.) Does the course maintain or improve skills required to do your present work?

Yes

☒

No

☐

4.) Is the course required by the company or by law to enable you to maintain your present salary, status, or job?

Yes

☒

No

☐

I believe that my completion of the above course(s) will benefit both me and the Information and Electronic Warfare Systems. Therefore, I request the company pay the costs of this activity, in accordance with the following agreements.

1.) I agree to comply with all terms of the Tuition Assistance Directive MDP 22.91 (copies available on the web) that are in effect at the time of the reimbursement for this course.

2.) I agree that I will not be reimbursed for the full cost of this tuition: a.) if I drop the course prior to its completion: b.) if I fail to complete the course requirements: c.) if I receive less than a "C" or equivalent (satisfactory) grade in the undergraduate studies or maintain a "B" average for graduate studies. I further understand the receiving a grade of "D" or

"F" will not be reimbursed.

3.) I agree to pay for any state or federal taxes for which I may now, or will, be liable as a result of tax regulation governing Tuition Assistance.

4.) I agree that if I enroll in more than six(6) undergraduate courses or four(4) graduate courses in a calendar year, I bear full responsibility for tuition cost of the additional course(s).