



# **Women's Policy Institute**

## Tuition Assistance Request Form

Completed and signed packet  
**Due: June 14th, 2024**

**WOMEN'S** fund

R H O D E I S L A N D

222 Chestnut St, Providence RI 02903 - (401) 262-5657

## **PART I - TUITION**

Please use the space provided below to enter the tuition sources and amounts you anticipate, including your own personal contribution (\$300 or more). Calculate the total amount requested. You should attach a list of any applicable sponsors, which may be civic, professional, community, or other organizations that will make a commitment for all or part of your tuition.

### **1. PERSONAL CONTRIBUTION:**

Enter your personal contribution (must be \$300 or greater).

\$\_\_\_\_\_

### **2. EMPLOYER CONTRIBUTION:**

Enter your employer's contribution.

\$\_\_\_\_\_

### **3. OTHER SPONSORS' CONTRIBUTIONS:**

Enter contributions from sponsors, and attach a list of sponsors and amounts.

\$\_\_\_\_\_

### **4. TOTAL CONTRIBUTIONS:**

Total personal, employer, and other sponsor contributions.

\$\_\_\_\_\_

### **5. REQUEST:**

Enter the amount of tuition assistance requested.

\$\_\_\_\_\_

### **6. DOUBLE CHECK YOUR MATH:**

Total contributions ( Line 4) plus Request (Line 5) should equal \$3,500.

## **PART II - PERSONAL AND EMPLOYER NEED**

Attach page 1 of your IRS 1040 income tax return for 2023, blocking out Social Security numbers. No request for tuition assistance can be processed without this information. You may also attach a letter to specify any recent changes to your income, as well as any circumstances affecting your ability to pay tuition. Because both the employee and the employer benefit from the WPI experience, WPI expects that all employers contribute toward an employee's tuition, at least matching the individual contribution of the employee. We require a letter demonstrating organizational need for tuition assistance. The letter must include a recent annual income figure or estimate, the number of employees, and a description of the organization such as for-profit, small business, non-profit, or government agency. You may include information specifying circumstances affecting the organization's ability to pay tuition.

### **IMPORTANT POLICIES**

WPI's tuition policy states that failure to adhere to the payment plan will result in suspension from the program until all delinquent payments are remitted and if the payment schedule is not met, the participant will not be eligible to graduate. No portion of tuition is refundable.

Applicant Signature & Date

Employer Signature & Date

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