

MUHLENBERG COLLEGE

Tuition Remission

Muhlenberg Employee: _____		
Date of Hire: [_____] <i>(Two calendar years of service required for eligibility.)</i>		
Student's Name: _____		
Relation to Employee:	<input type="checkbox"/> Self	<input type="checkbox"/> Spouse <input type="checkbox"/> Dependent Child
Semester:	<input type="checkbox"/> Fall 20 _ _	<input type="checkbox"/> Spring 20 _ _ <input type="checkbox"/> Summer 20 _ _
Offering College:	Type Of Course:	Number of Courses Requested
<input type="checkbox"/> Day	<input type="checkbox"/> Earned Units	for remission: _____
<input type="checkbox"/> Wescoe School	<input type="checkbox"/> Audit	<i>(Limit: Two Per Semester)</i>
Course (1)	Number: _____	
	Title: _____	
.....		
Course (2)	Number: _____	
	Title: _____	

The cost of Tuition may be remitted for eligible dependents (spouse/children) and employees who attend Muhlenberg College. The Program and its guidelines are fully explained in a policy statement available in the Human Resources Office.

Approved for Tuition Remission: _____
VP, Human Resources *Date*

Comments:

Costs in addition to Tuition are paid by the student. Please make arrangements with the Controller (Cashier) for payment. Employees who terminate employment will be billed for a pro-rated share of current tuition costs that have been remitted prior to termination.

APPROVED FORMS ARE TO BE SUBMITTED TO THE CONTROLLER'S OFFICE FOR PROPER ACCOUNT CREDITING.