



Graduate Tuition Assistance Program

Effective Fall 2021, eligible employees of the College accepted for admission to the Muhlenberg College School of Graduate Studies program may receive as an added benefit of employment substantial tuition assistance. This benefit is discretionary and subject to change at the discretion of the College.

Eligibility

- Minimum of 1,248 hours per year and one year of service
- Completion of waiting period must be on or before the first day of classes
- Manager or department head approval
- Meet admissions and graduate program requirements as outlined in the College catalog; subject to certain terms and conditions

Benefit

- Employee tuition assistance up to 50% of tuition costs
- Up to 2 course units per graduate trimester, maximum of 6 units per graduate academic year

Application

- Admission is on a space available basis and is not guaranteed. Any interested employee must apply and follow the graduate admissions standards as described in the graduate section of the College catalog.
- Application & deposit fees are waived for employees.

Matriculation

- Accepted employees are required to matriculate in a designated program and remain an employee of Muhlenberg College for a minimum of two years following graduation or will be subject to repayment of tuition benefits granted as part of this program.
- Employees may not use this benefit to take individual graduate courses for enrichment

Terms and Conditions

- Please refer to the Graduate Student Catalog.
- The benefit is on the condition the employee maintains continuous employment and meets all academic requirements as stated in the catalog.
 - If an employee graduate student receives a grade below a B- they may repeat the course at their expense and at full cost.
- In the event an employee leaves Muhlenberg College, either voluntarily or involuntarily for cause, within two years of completing a course, the employee will be required to repay a portion of the tuition assistance to Muhlenberg College. Employees accepted for admission into the program will be required to sign a payback agreement with the terms including:
 - If an employee resigns from employment with the College prior to two-years from any course completion, they will be required to repay the college 50% of the amount of tuition assistance received prior to their termination from the College.
 - Employees who do not pass the course or withdraw after the course begins will be required to reimburse the College for any educational assistance they have received for the course.

- The Muhlenberg College Division of Graduate and Continuing Education reserves the right to limit the number of employee seats available each year, based on:
 - Class minimum enrollment of external (non-employee) students
 - Maximum of 4 employees will be accepted per cohort per program
 - Registration priority will be given to external (non-employee) students
 - Employees who are accepted into the program may have to wait for an available cohort or section to enroll
- The benefit will be calculated on the most current graduate tuition rate at the time of application.
- Graduate tuition benefits for employees using the benefit for themselves are treated as taxable income at the federal and local level once they exceed \$5,250 in graduate benefits for the calendar year. State taxability of graduate benefits is determined by an employee's state of residence.

How to request this benefit

- 1) Review [GCE graduate admission requirements](#)
- 2) [Apply](#) for admission (be sure to identify that you are an employee).
- 3) Complete the [Tuition Benefits Request – Graduate Programs](#) form.
- 4) Route to manager/department head for approval.
- 5) Upon receipt of manager/department head approval, route form to hr@muhlenberg.edu.
- 6) HR will verify eligibility, and if approved, will advise GCE student accounting.
- 7) If accepted into the program, and you choose to enroll, your student account will be adjusted to reflect tuition assistance up to 50% of tuition costs.