



Graduate Tuition Assistance Program

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. Graduate tuition assistance is also available to the spouse and children of eligible employee. This graduate tuition assistance is discretionary and subject to change at the discretion of the College.

Eligibility

- Employee must work in a position budgeted for at least 1,248 hours per year and have completed a minimum of 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

- Employees: Tuition assistance up to 50% of tuition costs
- Employee spouse and children: Tuition assistance up to 15% of tuition costs

Application

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

Matriculation

- Accepted employees are required to matriculate in a designated program and required to remain employed by 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, employee spouses or employee children 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 the employee, employee spouse or employee children meets all academic requirements as stated in the catalog.
 - If an employee, employee spouse or employee children graduate student receives a grade below a B- they may repeat the course at their expense and at full cost, if desired.
- 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 original educational assistance payment 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 leaves prior to two-years from any course completion, they will be required to repay the college 50% of their educational assistance.
- The Muhlenberg College Division of Graduate and Continuing Education reserves the right to limit the number of employee, employee spouse or employee children 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; there is no limit on the number of employee spouses or employee children
 - 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, spouses, and children in excess of \$5,250 per calendar year are considered a taxable benefit to the employee at the federal and local level. State taxability of graduate benefits is determined by an employee's state of residence.

How to use this benefit:

1. Apply to a program identifying you are an employee
 - <https://www.muhlenberg.edu/graduatestudies/graduateadmission/>
2. Meet all admissions requirements
3. Obtain manager approval
4. Forward completed [tuition benefit request form](#) to Human Resources (hr@muhlenberg.edu)
5. HR will verify eligibility, and if approved, will confirm with GCE Student Accounting
6. Once accepted, enroll in the program
7. Employee's student account will be adjusted to reflect tuition benefit