

Tuition Benefits Request

Graduate Programs

Employee Name: _____ Berg ID: _____

Date of Hire: _____ (1248 hours + one calendar year of service required for eligibility)

Student Name: _____

Student Relationship to Employee: Self Spouse Child

Student's Berg ID (Student ID# if assigned): _____

This program is available to Muhlenberg College employees, their spouses, and children. Before completing this form, eligible applicants interested in graduate tuition assistance must:

- Step 1) Review [Muhlenberg's Graduate Tuition Assistance Program](#).
- Step 2) Review [GCE graduate admission requirements](#).
- Step 3) [Apply for Admission](#) (the applicant should be sure to identify that they are an employee, spouse, or child of an eligible employee).

Do not complete this form for approval until after conclusion of Steps 1-3.

Employee Applying to Graduate Program:

- After completing Steps 1-3 above, complete form and obtain approval from manager or department head.
- Route completed form to hr@muhlenberg.edu.
- HR will verify eligibility, and if approved, will advise GCE student accounting.
- 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.

Spouse or Child applying to Graduate Program:

- After the Spouse/Child completes Steps 1-3 above, you, the employee must complete this form.
- Route the completed form to hr@muhlenberg.edu.
- HR will verify eligibility, and if approved, will advise GCE student accounting.
- If accepted into the program, and your spouse/child chooses to enroll, their student account will be adjusted to reflect tuition assistance up to 15% of tuition costs.

Offering College: GCE (School of Graduate Studies)

Is this request part of a graduate certificate program? Yes No

If so, which certificate program? _____

Is this request part of a graduate degree program? Yes No

If so, which degree program? _____

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Employee Acknowledgement: I have reviewed the College's [Graduate Tuition policy](#) and I understand that Muhlenberg's graduate tuition assistance program is limited to 50% of tuition costs for employees and 15% of tuition costs for my spouse and children up to 2 course units per graduate trimester, not to exceed a maximum of 6 units per graduate academic year, on a space available basis. I further understand:

- a) If I leave Muhlenberg College, either voluntarily or involuntarily for cause, within two years of course completion, I will be required to repay the College 50% of the amount of tuition assistance received prior to my termination from the College. I authorize deduction from my final paycheck for this repayment and if any balance remains thereafter, I will repay the balance due directly to the College.
- b) If the student does not pass a course or withdraws after a course begins, I will be required to reimburse the College for any educational assistance received for the course and I authorize deduction from my paycheck(s) for this repayment. If any balance remains thereafter, I will repay the balance due directly to the College.
- c) 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.

Employee: _____
Signature *Date*

Manager/Department Head: _____
Signature *Date*

Approved for Graduate Tuition Assistance: _____
Human Resources *Date*

**SUBMIT COMPLETED FORM TO HR@MUHLENBERG.EDU
APPROVED FORMS WILL BE SENT TO THE BUSINESS OFFICE FOR ACCOUNT CREDITING.**