



Tuition Benefits Request

Graduate Programs	
Employee Name: _____ Berg ID: _____	
Date of Hire: _____ (1248 hours + one calendar year of service required for eligibility)	
Student's Berg ID (Student ID# if assigned): _____	
<p>This program is available to Muhlenberg College employees. Before completing this form, eligible employees interested in graduate tuition assistance must:</p> <ol style="list-style-type: none"> 1) Review the Muhlenberg's Graduate Tuition Assistance Program. 2) Review GCE graduate admission requirements. 3) Apply for Admission (be sure to identify that you are an employee). <p>Do not route this form for approval until after completion of steps 1-3.</p> <ol style="list-style-type: none"> 4) Complete this form and route to manager/department chair 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. 	
Offering College: <input checked="" type="checkbox"/> GCE (School of Graduate Studies)	
Is this request part of a graduate <u>certificate</u> program? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, which certificate program? _____	
Is this request part of a graduate <u>degree</u> program? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, which degree program? _____	

Employee Acknowledgement: I have reviewed the College's Graduate Tuition policy, available [here](#), and I understand that Muhlenberg's graduate tuition assistance program is limited to 50% of tuition costs and 2 course units per graduate trimester, with 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 completing a course, 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 I do not pass a course or withdraw after a course begins, I will be required to reimburse the College for any educational assistance I have 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*

Approved for Graduate Tuition Assistance: _____
Manager/Department Chair *Date*

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

SUBMIT APPROVED FORMS TO THE CONTROLLER'S OFFICE FOR ACCOUNT CREDITING.