

Instructions and Information For the Tuition Deferment Application

This memorandum defines how the Muhlenberg College School of Continuing Studies will work with you and your individual tuition reimbursement plan.

Most importantly, be assured that we want to help you. If you cannot obtain your reimbursement until after you have completed the course, we will wait for your tuition payment. You must fill out and return the Tuition Deferment Application to **Linda Grube** prior to the start of your class. The following are some guidelines for the application:

1. Please establish a payment date that is realistic with your reimbursement plan.
2. If you receive partial reimbursement, you are expected to pay your part of the tuition before the course begins. For example, if you receive 80% reimbursement, you must pay the remaining 20% of the tuition before the class begins.
3. You may skip the employer signature on the Tuition Deferment Application as long as you attach a copy of your completed reimbursement from your company.
4. This form is valid only for the courses in which you are registered at the time of submission of this form. Any change in the number of courses for which you are registered requires another submission of the form. For **each semester** in which you enroll, a new Tuition Deferment Application must be submitted.
5. If you must show proof of payment and grade(s) to your employer prior to your reimbursement, you will be expected to pay Muhlenberg College the full tuition before the end of the billing period.
6. Muhlenberg College does not release grades to employers. Students must log into their Capstone accounts to obtain their final grades.

If you have any questions or need additional information, please call **Muhlenberg College School of Continuing Studies** at **484-664-3300** or **Linda Grube** at **484-664-3302**.