

## Tuition Benefits Request

Graduate Programs	
<b>Employee Name:</b>	<b>Berg ID:</b>
<b>Date of Hire:</b>	(1,248 hours + one calendar year of service required for eligibility)
<b>Student Name:</b>	
<b>Student Relationship to Employee:</b> <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Child	
<b>Student's Berg ID (Student ID# if assigned):</b>	
<p>This program is available to Muhlenberg College employees, their spouses, and children. Before completing this form, eligible applicants (employee, spouse, and/or child) interested in graduate tuition assistance must follow these steps:</p> <p style="margin-left: 40px;">Step 1) Review <a href="#">Muhlenberg's Graduate Tuition Assistance Program</a>.  Step 2) Review and satisfy <a href="#">GCE graduate admission requirements</a>.  Step 3) <a href="#">Apply for Admission</a> (Faculty &amp; Staff applicants should identify that they are an employee and use their Muhlenberg.edu email address in their application. If the applicant is a Spouse or Child of an eligible employee, ).</p> <p><b>Do not complete this form for approval until after conclusion of Steps 1-3.</b></p> <p><b>Faculty or Staff Applying to a Graduate Program:</b></p> <ul style="list-style-type: none"> <li>Upon notification of acceptance to the program, complete this form and obtain approval from your manager or department head.</li> <li>Route the completed form to <a href="mailto:hr@muhlenberg.edu">hr@muhlenberg.edu</a>.</li> <li>HR will verify eligibility, and if approved, will advise GCE Student Accounting.</li> <li>If accepted into the program, and you choose to enroll, your student account will be adjusted to reflect 100% tuition remission.</li> </ul> <p><b>Spouse or Child applying to a Graduate Program:</b></p> <ul style="list-style-type: none"> <li>Upon your spouse and/or child's notification of acceptance to the program, you, the employee, must complete this form.</li> <li>Route the completed form to <a href="mailto:hr@muhlenberg.edu">hr@muhlenberg.edu</a>.</li> <li>HR will verify eligibility, and if approved, will advise GCE Student Accounting.</li> <li>If accepted into the program, and your spouse/child chooses to enroll, their student account will be adjusted to reflect tuition assistance up to 20% of tuition costs.</li> </ul>	
<b>Offering College:</b> <input checked="" type="checkbox"/> GCE (School of Graduate Studies)	
<b>Is this request part of a graduate <u>certificate</u> program?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, which certificate program?	
<b>Is this request part of a graduate <u>degree</u> program?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> 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 100% of tuition costs for employees and 20% of tuition costs for my spouse and children, up to two (2) course units per graduate trimester, not to exceed a maximum of six (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/Dept Head:**

(for employee requests only)

*Signature*

*Date*

**Approved:**

*Human Resources*

*Date*

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