



Graduate Tuition Assistance Program

Eligible employees of the College accepted for admission to the Muhlenberg College School of Graduate Studies may receive as a benefit of employment 100% tuition remission. Graduate tuition assistance is also available to the spouse and children of eligible employees at a 20% tuition discount. This graduate tuition assistance is discretionary and subject to change at the discretion of the College.

Eligibility

- Employees must be regular (non-temporary) employees of the College for at least one year and in positions budgeted for a minimum 1,248 hours per year;
- Completion of the 1-year waiting period must occur on or before the first day of classes;
- Manager or department head approval; and
- Students must meet admissions and graduate program requirements as outlined in the College catalog; subject to certain terms and conditions.

Benefit

- Employees: Tuition remission for accepted students covers the employee's tuition at 100%. Items such as books and fees are included under the program.
- Employee Spouse and Children: Tuition assistance for accepted students is available up to 20% of tuition costs. Items such as books and fees are included under the program.

Application

- Admission is on a space available basis and is not guaranteed. Any interested employee, employee spouse or employee children must apply and follow and satisfy 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 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.

Terms and Conditions

- Please refer to the [School of Graduate Studies website](#) for information on program offerings, admission requirements and application information.
- The benefit is available on the condition the employee maintains continuous employment and the employee, employee spouse or employee child meet all academic requirements as stated in the catalog.

- If an employee, employee spouse or employee child graduate student receives a grade below a B- they may repeat the course at their expense and at full cost, if desired.
- 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, either voluntarily or involuntarily for cause, they will be required to repay the College 50% of their educational assistance.
- The School of Graduate Studies reserves the right to limit the number of seats available to employees, employee spouse or employee children 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 is 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 Get Started:

1. [Apply to a Graduate Program](#)
 - Faculty & Staff: be sure to identify that you are an employee and use your Muhlenberg.edu email on your application.
2. Satisfy all admissions requirements. If accepted to the program:
 - Obtain manager approval;
 - Complete the [graduate tuition benefit request form](#) and submit it to Human Resources (hr@muhlenberg.edu);
 - HR will verify eligibility, and if approved, will confirm with GCE Student Accounting;
3. Once accepted, enroll in the program;
4. The student's account will be adjusted to reflect the updated tuition.