

## UNDERGRADUATE TUITION PROGRAMS

### I. Undergraduate Tuition Scholarship Programs for Employees' Dependent Children

#### A. Employee Eligibility for Dependent Tuition Scholarship Plans:

Employees must be regular (non-temporary) employees of the College for at least one year and a minimum 1,248 budgeted hours of service per year. Note: the tuition programs for dependent children described below are scholarship-based programs and not guaranteed employment benefits.

#### B. Two Programs - Tuition Remission & Tuition Exchange:

1. **Tuition Remission:** A scholarship program that awards full tuition to dependents of eligible employees, who apply to Muhlenberg College for an undergraduate degree program and are accepted for admission. Tuition remission covers the student's tuition at 100%. Items such as housing, meals, books, and fees are not included under the program.

2. **Tuition Exchange:** A scholarship program that awards full or partial tuition to dependents of eligible employees who apply for and are accepted for admission at schools participating in the Tuition Exchange Scholarship Program. Muhlenberg College is considered the "Export" school and the institutions the dependent child applies to are considered the "Import" schools. Decisions on Tuition Exchange scholarships are not made by Muhlenberg – they are made by the Import institutions. For more information, please contact Human Resources and visit: [www.tuitionexchange.org](http://www.tuitionexchange.org).

#### C. Dependent Eligibility for Tuition Remission and Tuition Exchange:

A child is considered a dependent when the Muhlenberg College employee (and his/her spouse) provide 50% or more of the child's support. The child must be your dependent at the time the tuition benefit is awarded and utilized and you must continue to provide 50% or more of the child's support during the period the benefit is received. The dependent child must be:

1. a high school graduate under age 26;
2. your biological child; or
3. your legally adopted child; or
4. your stepchild, who is the biological or adopted child of your spouse.

Ordinarily children meeting the Internal Revenue Service definition of dependency will meet the dependent requirement of the Tuition Scholarship Program. Proof of dependent status may be demonstrated through:

1. **Biological Child:** birth certificate with employee's name listed.
2. **Adopted Child:** adoption certificate with employee's name listed.
3. **Step-Child:**
  - marriage certificate to confirm spouse;
  - birth certificate with spouse's name listed; and
  - Page 1 of Employee's federal tax return within last 2 years, listing your spouse. (Please black out Social Security numbers.) If no tax return is available, you may submit proof of joint ownership issued within the last six months by providing a copy of a joint mortgage statement, joint bank statement, joint credit card

statement, joint rental/lease agreement or property tax statement with both parties' names as co-owners.

**D. Death or Long-term Disability of Eligible Employee:**

In the event of the death or long-term disability (*as certified by the College's insurer*) of an eligible employee with at least five years of service (minimum 1,248 budgeted hours per year):

1. Children who are currently enrolled as students at Muhlenberg as part of an undergraduate tuition remission scholarship or as a student at another institution as part of an undergraduate tuition exchange scholarship, at the time of an eligible employee's death or certified long-term disability, will remain eligible for benefits already approved under that plan, in accordance with the schedule below:

<u>Years of Service Completed</u>	<u>Maximum Benefit for each child</u>
5 - 7	1 year
8 - 10	2 years
11 - 13	3 years
14 or more	4 years

2. **For employees hired prior to September 1, 2021:** Children of a deceased or disabled eligible employee, who are not yet in college, including children born within nine months of the employee's death, may participate in Muhlenberg's undergraduate tuition remission scholarship program if accepted for admission to Muhlenberg, in accordance with the schedule below:

<u>Years of Service Completed</u>	<u>Maximum Benefit for each child</u>
5 - 7	1 year
8 - 10	2 years
11 - 13	3 years
14 or more	4 years

**E. Retired Faculty & Staff:**

**For employees hired on or after September 1, 2021:** Dependents of eligible employees who retire from the College with at least ten years of full-time service and attainment of a minimum age of 60, retain eligibility for Tuition Remission and Tuition Exchange in accordance with the schedule in paragraph D(1) above. Children must be dependents prior to retirement to be eligible.

**For employees hired prior to September 1, 2021:** Dependents of eligible employees who retire from the College with at least ten years of full-time service and attainment of a minimum age of 60 retain eligibility for Tuition Remission and Tuition Exchange in accordance with the schedule in paragraph D(2) above. Children must be dependents prior to retirement or born within nine months following retirement to be eligible.

## **F. Limitations and Coverage**

1. **Admission:** Dependents of eligible employees must meet the regular undergraduate admission requirements of Muhlenberg College or of the institutions to which they apply. (This does not apply to individuals who are enrolling at Muhlenberg College on a part-time basis who are not degree candidates.)

2. **Institutions and Programs:** Eligible children who are admitted to and attend institutions which are members of Tuition Exchange will be certified as eligible by Muhlenberg College and may participate in accordance with the regulations and limitations of Tuition Exchange, Inc. In case of limitations imposed by Tuition Exchange, Inc. on the number of students that may be certified by Muhlenberg College, years of service with Muhlenberg will be used to determine participation priority.

3. **Exclusions:** The intent of the programs for dependent children is to provide for the education at the undergraduate level. Accordingly, children who have already earned a bachelor's degree are not eligible to participate in these programs.

4. **Duration:** The maximum number of semesters for which Muhlenberg College will provide benefits under the tuition remission program is eight. Exceptions may be possible for fewer classes per semester over a longer period for dependents qualifying for medical accommodations. The maximum number of semesters for which Muhlenberg College will certify a dependent as eligible under the tuition exchange scholarship program is eight within a maximum time frame of four years. (For children attending institutions which are on the quarter or trimester system, two quarters will count as one semester, four quarters will count as two semesters and three trimesters will count as two semesters.)

5. **Summer & Evening Courses:** Eligible children may enroll in summer and/or evening courses at Muhlenberg College. Tuition remission is not available for individual instruction, internships, or graduate programs. Degree candidates may enroll in no more than two summer/evening courses per term, and no more than four summer/evening courses in total. Attending summer/evening undergraduate classes at Muhlenberg will not affect the eight semesters of normal undergraduate tuition scholarship eligibility. No tuition benefits will be available for attendance at summer sessions of other colleges and universities, except as may be provided in agreements with the Lehigh Valley Association of Independent Colleges (LVAIC).

6. **Academic Performance:** Children attending Muhlenberg College under Tuition Remission must meet the minimum requirements established for regular grants-in-aid recipients at Muhlenberg College. Children attending other colleges under Tuition Exchange will be governed by the rules of those institutions for continued participation.

7. **Housing in Residence Halls:** Children who attend Muhlenberg College under the terms of Tuition Remission shall be given equal status in all matters including residency on campus.

## II. Undergraduate Tuition Remission for Employees and their Spouses

### A. Employee Eligibility:

Employees must be regular (non-temporary) employees of the College for at least one year, with at least 1,248 budgeted hours of service per year.

### B. Description:

Tuition remission for eligible employees and their spouses is limited to two courses per regular semester or summer with a total annual maximum of six courses per person. Employees and their spouses may enroll in undergraduate courses for credit, regardless of previous degree(s) attained. Full tuition remission for employees and their spouses is offered on a space available, first come-first served basis for undergraduate courses, after regular students have had an opportunity to register; it is not available for individual instruction, private lessons, or graduate-level courses. Enrollment may be limited in some programs offered by the Division of Graduate and Continuing Education (GCE), such as the Accelerated Degree Completion Program. Information regarding additional conditions for participation in the Accelerated Degree Completion Program is available from GCE.

## III. Lehigh Valley Assoc. of Independent Colleges (LVAIC) Program for Employees & Spouses

### A. Employee Eligibility:

Employees must be regular (non-temporary) employees of the College for at least one year, with at least 1,248 budgeted hours of service per year.

### B. LVAIC Schools:

1. Cedar Crest College
2. DeSales University
3. Lafayette College
4. Lehigh University
5. Moravian College
6. Muhlenberg College

### C. Description:

An eligible employee of an LVAIC institution and the employee's spouse may enroll in up to two undergraduate courses per semester at any other LVAIC institution without paying tuition for that course, subject to eligibility rules. This program is offered on a space-available basis, after regular students and employees/spouses of the home institution have had an opportunity to register. Any special fees normally charged by the host institution to its own employees (or their spouses) also will be charged to the participating employees/spouses of the other member institutions. Note: Each host institution determines whether or not the person applying qualifies under that institution's admissions and eligibility standards.

Students who have been accepted as and/or classified as graduate students at an LVAIC institution are ineligible for remission for any undergraduate courses rostered at that institution. Faculty and staff are permitted to cross register for a maximum of two courses per summer period. Summer cross-registration is not available to spouses. LVAIC Tuition is not available for January term courses. All normal exclusions and procedures of the fall and spring terms are applicable to

summer classes, and are expanded to exclude designated programs (such as off-campus field experiences, study abroad, etc.) identified by the host institution. Note: As this program is governed by the Lehigh Valley Association of Independent Colleges, Incorporated, eligibility criteria, participation procedures and other aspects of the program are subject to change as agreed upon by LVAIC. LVAIC policy documents take precedence over any Muhlenberg College publication regarding this program.

## **IV. Amendment**

The College reserves the right to amend, modify, or discontinue tuition scholarship programs at any time and for any reason.