



TUITION DEFERMENT APPLICATION FOR STUDENTS WITH EMPLOYER REIMBURSEMENT

PLEASE RETURN TO THE MUHLENBERG COLLEGE DIVISION OF GRADUATE AND CONTINUING EDUCATION

Muhlenberg ID: _____ Term _____

Name _____

Address _____

City _____ State _____ Zip _____

Company Name: _____

Address: _____

City _____ State _____ Zip _____

Phone number: _____

Amount to be reimbursed: _____ for # _____ of courses

Expected date of payment: _____ * no later than 4 weeks after grades are posted.

**To Muhlenberg College Division of Graduate and Continuing Education:
Please accept this as verification that the above student is eligible for the tuition reimbursement as shown.**

Company Official _____ Title _____

Signature _____

Deferment will not be valid unless signed below. Payments of deferred tuition shall be made by the expected date of payment noted above. You may repay any or all the amount at any time prior to the payment date. A late payment fee of \$100.00 per semester may be charged for any amount not received by the payment date.

Intending to be legally bound, I promise to pay Muhlenberg College Division of Graduate and Continuing Education the sum total of the deferred tuition as stated above.

Student Signature _____ Date _____

Accepted by Muhlenberg College Division of Graduate and Continuing Education _____

PLEASE SEE REVERSE SIDE FOR FURTHER INSTRUCTIONS

Instructions and Information for the Tuition Deferment Application

This memorandum defines how the Muhlenberg College Division of Graduate and continuing Education will work with you and your individual tuition reimbursement plan.

Most importantly, be assured that we want to help you. Every student who has an employer tuition program can submit an Application for Tuition Deferment *for every semester in which they're using their employer's plan*. Tuition deferment gives you *four weeks* after final grades are posted to pay your tuition. However, students cannot carry balances forward from any given semester beyond the four extra weeks. 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 '09, P'10
Student Accounts Administrator
Muhlenberg College Division of Graduate and continuing Education
2400 Chew Street
Allentown, PA 18104
P: 484-664-3302 lindagrube@muhlenberg.edu
F: 484-664-3532

Prior to the start of the course. 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 course 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 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 unless the student requests an employer invoice showing the grade(s). Students can log into their Workday accounts to obtain their final grades.

If you have any questions or need additional information,
please call Linda Grube at 484-664-3302.