TUITION SCHOLARSHIP PROGRAM FOR
MUHLENBERG COLLEGE EMPLOYEES

The Tuition Scholarship Program for employees of Muhlenberg College, their spouses and their dependent children was established:

1) To provide the means for eligible employees' children to attain an undergraduate college education, and
2) To provide employees of the College and their spouses the opportunity for self-improvement.

The Human Resources Office must confirm each individual’s eligibility before he/she makes formal application to register. Eligibility forms can be obtained in the Human Resources Office. Registration forms for Muhlenberg College and LVAIC Cross-Registration are available in the Registrar's Office.

I. Tuition Scholarship Program for Employees' Children

A. Programs available: Tuition Remission, Tuition Exchange, and Tuition Cash Grant.

*Tuition Remission* refers to that part of the program through which full tuition is remitted for eligible employees and their children who attend Muhlenberg College. *Tuition Exchange* refers to that part of the program whereby the eligibility of an employee's child to participate in the Tuition Exchange scholarship program is certified to colleges and universities which are members of the Tuition Exchange, Incorporated consortium. *Tuition Cash Grant* refers to that part of the program through which cash grants are made to help defray tuition for children who attend colleges and universities other than Muhlenberg (Note: Tuition Cash Grant is only available to children of faculty and staff hired prior to September 1, 1978.)

B. Eligibility criteria established for each of these programs as follows:

1. For all programs, eligible "children" shall include only those dependents meeting all of the following criteria:
   a. naturally-born or legally adopted children, or step-children who have been resident with and financially dependent upon the Muhlenberg College employee for the eight years preceding college enrollment; and
   b. high school graduates, under age 25; and
   c. financially dependent on either the employee alone or the employee and his or her spouse.

   Regarding item c. above, ordinarily children meeting the Internal Revenue Service definition of dependency will meet the "financially dependent" requirement of the Tuition Scholarship Program. Copies of income tax forms will be considered sufficient evidence to establish financial dependency.

2. Eligible employees must be full-time employees of the College. For purposes of this program, "Full-time employees" are defined as those employees whose appointments are not temporary; whose positions are either full-time faculty appointments or non-faculty appointments of at least 1248 hours per year.

3. A minimum of two years (of at least 1248 hours per year) of service to the College must be attained before participation in the Tuition Scholarship Program. However, children participating in Tuition Exchange, Inc. at the time their parent joins Muhlenberg College may continue in Tuition Exchange under the sponsorship of Muhlenberg College with no waiting period.

4. Eligibility to Tuition Remission and to scholarships awarded through the Tuition Exchange, Incorporated program shall be available to all employees/dependents meeting the eligibility criteria stated above. In case of
restriction on the number of Tuition Exchange participants, length of service to the College will be considered in certifying eligibility of dependents.

5. Tuition Cash Grants are available only to those teaching and administrative staff members who were hired before September 1, 1978.

6. Children of employees who do not qualify for Tuition Remission, Tuition Exchange or Tuition Cash Grant may apply for scholarships or grants-in-aid.

7. In the event of the death of an eligible employee, children of the deceased who are degree candidates under any of the programs may complete the full four years of regular college work under that plan. Children of the deceased eligible employee who are not yet of college age may participate in Tuition Remission and Tuition Exchange, but not Tuition Cash Grant, in accordance with the schedule given below. Only children born or legally adopted before the death of the parent, or born within nine months of such death, will be eligible.

<table>
<thead>
<tr>
<th>Years of Service Completed</th>
<th>Years of Benefit for each child</th>
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<tbody>
<tr>
<td>0 – 4</td>
<td>0</td>
</tr>
<tr>
<td>5 - 9</td>
<td>1</td>
</tr>
<tr>
<td>10 - 14</td>
<td>2</td>
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<tr>
<td>15 - 19</td>
<td>3</td>
</tr>
<tr>
<td>20 or more</td>
<td>4</td>
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8. Officially retired personnel shall retain the benefits of Tuition Remission, Tuition Exchange and Tuition Cash Grant in accordance with the schedule in item 7 above. Only those children born or legally adopted before retirement, or born within one year following retirement will be eligible.

C. **Limitations and Coverage**

1. Admission - Dependents of eligible employees must meet the regular 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 to the College will be used to determine participation priority.

3. Duration - The intent of the program is to provide for the college education of eligible children at the undergraduate level. Accordingly, no tuition benefits are available to children who have been awarded the bachelor's degree. The maximum number of semesters for which Muhlenberg College will provide benefits under any of the options or combinations of these options is eight. (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.) Children who enroll as special students rather than as degree candidates may elect to have their benefits applied to the tuition associated with such enrollment.
4. **Summer and Evening Sessions** - Eligible children may enroll in the summer and/or evening sessions of Muhlenberg College for a maximum of four courses and full tuition will be remitted. Degree candidates may enroll in no more than two courses per session. Attending summer and evening sessions at Muhlenberg will not affect the eight semesters of normal undergraduate tuition scholarship eligibility. No tuition benefits will be available for attendance at summer and evening sessions of other colleges and universities, except as may be provided in agreements with the Lehigh Valley Association of Independent Colleges (LVAIC).

5. **Amount of Tuition Cash Grant** - The amount of the tuition cash grant, payable at the beginning of each semester, is 83% of the Muhlenberg College Tuition. In no event will the cash grant exceed the tuition, or tuition portion of the comprehensive fee, of the selected college. No grant will be made for any semester in which the eligible child participates in Tuition Remission or Tuition Exchange. The grant will not be reduced if the child receives a scholarship at the selected college; however, the total amount of the grant plus scholarships may not exceed the total amount due for tuition, fees, room and board. In interpreting this limit, the term "scholarship" shall include regular academic scholarships, athletic scholarships, professional courtesy scholarships; scholarships of civic or church organizations, service clubs, charitable or educational foundations; grants-in-aid, whether or not service is required as a condition of the grant. The term "scholarship" does not include loans.

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 and Tuition Cash Grants will be governed by the rules of those institutions for continued participation. Students receiving Tuition Grants must submit academic reports to the Treasurer of Muhlenberg College at the close of each semester, or term, to prove continued eligibility.

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

**II. Tuition Remission Program for Employees and their Spouses**

All regular full-time employees and their spouses are eligible for the remission of tuition for credit bearing courses they may wish to attend at the Muhlenberg College after completion of two years of service. Such remission is limited to two courses per regular semester or summer period with a total annual maximum of six courses per person. Requests to exceed this limit due to program requirements must have the recommendation of the Provost and must be approved by the Treasurer prior to registration. Employees and their spouses may enroll in undergraduate courses for credit, regardless of previous degree(s) attained. The Tuition Remission Program for Employees and their Spouses is offered on a space available, first come-first served basis, after regular students have had an opportunity to register. Enrollment may be limited in some programs offered by the Wescoe School, such as the Accelerated Degree Completion Program. Information regarding additional conditions for participation in the Accelerated Degree Completion Program is available from the Wescoe School.
III. **Lehigh Valley Association of Independent Colleges, Inc. (LVAIC) Program for Employees and Spouses** (adopted by LVAIC on June 8, 1988)

A full-time employee of a member institution of the Lehigh Valley Association of Independent Colleges, Inc. and his/her spouse may enroll in up to two undergraduate courses per semester at any Association member institution without paying tuition for that course. 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. Each host institution determines whether or not the person making application qualifies under that institution's admissions and eligibility standards applicable for such purposes. Faculty and staff are permitted to cross register for a maximum of two courses during the entire summer period. 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. Summer cross-registration is not available to spouses/domestic partners. LVAIC Tuition Exchange is not available for January term courses. 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**

While it is expected that this plan will continue indefinitely, the Board of Trustees of Muhlenberg College reserves the right to interpret, modify or discontinue it at any time. This program description reflects changes through December 2005.