Muhlenberg College

Tuition Benefits Request

Undergraduate Classes/Programs

Employee Name: _____ **Berg ID:** _____

Date of Hire: _____ *(1248 hours + one calendar year of service required for eligibility)*

Student's Name: _____

Student's Berg ID (Student ID# if assigned): _____

Relation to Employee:	☐Self	☐Spouse	☐Dependent Child

Semester:	☐Fall 20 _____	☐Spring 20 _____	☐Summer 20 _____

Offering College: ☐ Day ☐ GCE *(Undergraduate)*	**Type of Course:** **Number of Courses Requested:** _____ ☐ Earned Units ☐ Audit *Employee & spouse requests: two class maximum per student, per semester. Dependent child requests:* • *Fall or spring semester: list all courses below;* • *Summer term: limit two per summer term, and no more than four summer courses in total.*

Is this request part of an undergraduate degree program? ☐Yes ☐No

Course (1): **Number:** _____ **Title:** _____

Course (2): **Number:** _____ **Title:** _____

Course (3): **Number:** _____ **Title:** _____

Course (4): **Number:** _____ **Title:** _____

Course (5): **Number:** _____ **Title:** _____

Employee Acknowledgement: I understand that the undergraduate benefit covers tuition only and all other costs are the responsibility of the student. I understand that if I terminate employment prior to conclusion of an approved tuition remission period, the student will be billed for a pro-rated share of tuition for that current semester.

Employee: _____
_____ *Signature* _____ *Date*

Approved for Undergraduate Tuition Remission: _____
_____ *Human Resources* _____ *Date*

Revised 3/29/2021