INSTRUCTIONS FOR SENIOR CITIZENS REQUESTING TO AUDIT AN UNDERGRADUATE OR GRADUATE LEVEL COURSE WITH TUITION WAIVER

Millersville University is pleased to offer senior citizens, 62 years of age or older, the opportunity to audit courses on Millersville University campus. To apply, an interested senior citizen (auditor) must:

1) Provide proof of age;
2) Obtain and complete the appropriate application for part-time non-degree status if the senior citizen has not enrolled at Millersville University within five (5) years of the time of application:
   a. If the auditor does not yet have a bachelor’s degree, he or she must complete an undergraduate application for Part-Time Non-Degree status (no charge) or call Undergraduate Admissions at 717-871-4625 to have an application mailed to him/her.
   b. If the auditor has a bachelor’s degree, he or she must complete a graduate application for Part-Time Non-Degree status through the College of Graduate Studies and Adult Learning. Please email profdev@millersville.edu to request an application.

Once received, the application will be reviewed by Millersville University staff. If admission is granted, the auditor will be asked to complete a Senior Citizen Course Audit and Tuition Waiver form in its entirety. The course schedule can be found on the Web Schedule & Registration Guide web page. The form should be submitted no later than a week before the start of the class.

Once the form is completed, it should be emailed to profdev@millersville.edu for instructor approval. Instructors may decline because of the requirement to accommodate degree seeking students or related reasons. The auditor will be notified by email if the tuition waiver has been approved by the instructor.

Instructors may limit participation in the class. Auditors will not take examinations, write papers, or fulfill other course requirements generally associated with earning credit. Auditors may audit only one class per semester under this program.

The auditor pays the general fee (per credit) and technology fee (per credit). A listing of graduate and undergraduate fees can be found at the Tuition & Fees web page. The fees for the 2017-2018 academic year are $425.25 for a 3 credit course.

Please direct any questions to

Charity R. Welch, Ph.D.
Assistant Dean, College of Graduate Studies and Adult Learning
717-871-7171
SENIOR CITIZEN
COURSE AUDIT AND TUITION WAIVER

Name _____________________________________________________________
LAST     FIRST    MIDDLE
Address __________________________________________________ Phone___________
M#______________________

Session (Check one): ____Fall  ____Winter Term  ____Spring  ____Summer  ____Year

I hereby request Senior Citizen Audit and Tuition Waiver for the course listed below and certify that I am 62 years of age or older. To qualify for this program, I understand that I must first qualify for admission to Millersville University as a non-degree student. I agree to comply with all application requirements. If admitted, I further agree to pay the fees of which include the general fee ($114.75 per credit*) and the tuition technology fee ($27 per credit*) for the course. I realize that I must contact the College of Graduate Studies and Adult Learning for revised fees if I am a non-PA resident. I recognize that I may audit only one course per semester.

I understand too, that in order to audit a course, the instructor may limit my participation in the class and in any case, as an auditor, I will not take examinations, write papers, or fulfill other requirements generally associated with earning credit. My signature below indicates that I have read and understood the foregoing.

Signature _________________________________________ Date _______________

The course I wish to audit is (please print or type):

CRN NUMBER  COURSE/SECTION  TITLE

Instructor authorization
The above-named person has my permission to audit the requested course under provisions of the Senior Citizen Course Audit and Tuition Waiver. I certify that the registration of this person does not prevent admission of any regularly enrolled student to the class.

Professor’s Signature ________________________________________ Date _______________

Note: The professor may also e-mail profdev@millersville.edu to confirm your admission to the class.

FOR OFFICIAL USE ONLY:  ID Checked_____     Date_____
C.E. Approval __________________________________________ Date _______________
Number of credits to be waived __________________________
Bursar Official _________________________________________ Date _______________________

*Fees based on 2016-17 rates.