MILLERSVILLE UNIVERSITY
EMPLOYEE TUITION WAIVER SESSION APPLICATION

PLEASE PRINT:

Name of Employee: ________________________________ M# __________________

Department: ______________________________________

Application Period: Complete only one Period per form and list all sessions within the period that apply.

<table>
<thead>
<tr>
<th>Period 1</th>
<th>Period 2</th>
<th>Period 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall _________(yr)</td>
<td>Winter _________(yr)</td>
<td>Summer 1 _________(yr)</td>
</tr>
<tr>
<td>Spring _________(yr)</td>
<td>Summer 2 _________(yr)</td>
<td>Summer 3 _________(yr)</td>
</tr>
</tbody>
</table>

Total Credits Waived to date: ______

Course attendance during work hours will be governed by University Personnel Policy #235.01. Accordingly, ONE class per session may be taken during work hours, and ONLY if it is work-related or required for the completion of a degree. Approval from your supervisor must be obtained, and you must indicate below how the time away will be covered with annual, personal, or compensatory leave.

I have read and agree to the following:

- Tuition waiver is contingent on meeting the eligibility criteria at the beginning of the semester or session for which the application is made.
- Approval of tuition waiver does not guarantee admission to the University.
- Graduate and non-credit courses are not eligible for tuition waiver UNLESS specifically provided for in the relevant collective bargaining agreement.
- This waiver applies to tuition, technology fee and general fee ONLY.
- Acceptance of tuition waiver may reduce other forms of financial aid.
- Waiver of tuition will be discontinued at the end of the session in which I lose eligibility.
- A separate application must be filed for each period (Fall, Winter/Spring, Summer).

Please list courses taken this period:

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>COURSE NUMBER</th>
<th>MEETING TIME</th>
<th>MEETING DAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

The course scheduled during my work hours will be covered by: (circle one) ANNUAL, PERSONAL, COMPENSATORY leave.

I have read and agree to the following:

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- Approval of tuition waiver does not guarantee admission to the University.
- Graduate and non-credit courses are not eligible for tuition waiver UNLESS specifically provided for in the relevant collective bargaining agreement.
- This waiver applies to tuition, technology fee and general fee ONLY.
- Acceptance of tuition waiver may reduce other forms of financial aid.
- Waiver of tuition will be discontinued at the end of the session in which I lose eligibility.
- A separate application must be filed for each period (Fall, Winter/Spring, Summer).

Employee Signature ________________________________ Date __________

Supervisor's Approval (needed only if course is during work hours) ________________________________ Date __________

Human Resources ________________________________ Date __________