

HR Use Only		
CODE:	ES	EF
MU#		

**MILLERSVILLE UNIVERSITY  
INITIAL APPLICATION FOR TUITION WAIVER  
FOR EMPLOYEES**

An employee making an initial application for tuition waiver must complete this form, and attach a completed Tuition Waiver Session Application form. Thereafter, only a Tuition Waiver Session Application form will be required each application period. Please note that approval to waive tuition does not satisfy admissions requirements. Application for enrollment to a degree or non-degree program must be made through the Admissions Office.

**PLEASE PRINT**

Name of Employee: \_\_\_\_\_ M#: \_\_\_\_\_

I hereby apply for waiver of tuition and understand and agree that:

- 1) *this waiver applies only to tuition, and not to room and board fees, etc., (general fees and orientation fees are also waived for employees under previous policy);*
- 2) *the actual waiver of tuition is contingent upon meeting eligibility criteria as of the beginning of the semester or session for which application is made;*
- 3) *this waiver applies only to undergraduate credit-bearing course work (graduate and non-credit courses are not applicable to tuition waiver);*
- 4) *separate application must be made for each session for which tuition waiver is requested;*
- 5) *acceptance of the tuition waiver may affect entitlement to other forms of financial aid;*
- 6) *the tuition waiver will be discontinued at the end of the session in which I lose eligibility;*
- 7) *course attendance during working hours will be governed by University Personnel Policy #235.01.*

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

I have reviewed the application for tuition waiver and approval is granted contingent upon continued eligibility as of the beginning of the session for which application is made.

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date