

HR Use Only		
CODE:	SS	CS CDS
	SF	CF CDF
MU#		

**MILLERSVILLE UNIVERSITY
INITIAL APPLICATION FOR TUITION WAIVER
FOR A SPOUSE OR CHILD**

An employee making an initial application for a spouse or child must complete page 1 and 2 of 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 admission requirements. Application for enrollment to a degree or non-degree program must be made through the Admissions Office.

PLEASE PRINT

Name of Student (Spouse or Child): _____

M#: _____ Date of Birth (Child Only): _____

Name of Employee: _____

Relationship of Student to Employee: _____

I hereby apply for waiver of tuition for my lawful spouse or child and understand and agree that:

- 1) *this waiver applies only to tuition, and not to room and board fees, general fees, orientation fees, etc.*
- 2) *the actual waiver of tuition is contingent upon meeting eligibility criteria as of the beginning of the 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) *the advance deposit required for admission to the University shall not be waived or refunded, but shall be credited to the student's account upon attendance,*
- 6) *the actual amount of the tuition waiver may be affected by gift aid as determined by the Financial Aid Office,*
- 7) *acceptance of the tuition waiver may affect the amount of other forms of financial aid,*
- 8) *the tuition waiver will be discontinued at the end of the session in which either the employee or student loses eligibility.*

I also hereby declare that the above named student is my lawful spouse or child as defined in the tuition waiver policy and that said student does not already hold a baccalaureate or higher degree.

Signature of Employee

Date

I have been provided with adequate proof of eligibility (**birth certificate, marriage certificate, etc.**) and tuition waiver is approved contingent upon continued eligibility as of the beginning of the session for which application is made.

Human Resources

Date

ORIGINAL - HR

COPY - EMPLOYEE