

**CHECK ONE:**

This is the first time I have applied for tuition waiver:

- Yes
- No

* HR Use Only *
AFSCME - EAFE    NURSES - ENUE
APSCUF - EAPE    PHYS. - EPHE
COACH- ECOE    SCUPA - ESCE
MGMT - EMGE    POLICE EUPE
6 credit limit _____
MU#

**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.

**Period 1**

**Period 2**

**Period 3**

Fall \_\_\_\_\_(yr)

Winter \_\_\_\_\_(yr)

Summer 1 \_\_\_\_\_(yr)

Spring \_\_\_\_\_(yr)

Summer 2 \_\_\_\_\_(yr)

Summer 3 \_\_\_\_\_(yr)

**Total Credits Waived to date:** \_\_\_\_\_ \*Total credits waived will not exceed limits per collective bargaining agreement and/or University policy

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.

**Please complete:**

Present work hours are from \_\_\_\_\_ to \_\_\_\_\_

Do you consider this course job-related                     YES                     NO

Is the course required for completion of a degree?                     YES                     NO

Please list courses taken this period:

COURSE TITLE	COURSE NUMBER	MEETING TIME	MEETING DAY

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:**
- 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).

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Supervisor's Approval (needed only if course is during work hours) Date

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