

Effective: June 9, 2009

**Human Resources Policy
TUITION WAIVER FOR FACULTY, MANAGERS, SCUPA,
COACHES, NURSES AND PHYSICIANS**

Approved: June 9, 2009
President's Cabinet

Eligibility Criteria

An eligible employee is one who is employed on a full-time permanent basis. The employee will be eligible for tuition waiver for after one (1) year of employment regardless of their previous educational background, i.e., they are eligible even if they hold a baccalaureate or other advanced degree. In addition, the employee shall be entitled to take courses under this policy regardless of whether they are enrolled in an undergraduate degree program or taking courses on a non-degree basis.

An eligible spouse is one who is recognized under the laws of Pennsylvania as being married to an eligible University employee who has met the one-year waiting period. The tuition waiver for a spouse of a faculty member does not require a one-year waiting period if the employee is hired full-time and is expected to work at least one (1) academic year. In addition, the spouse may not already possess a baccalaureate degree.

A spouse of a deceased or disabled employee is eligible for tuition waiver if the deceased or disabled employee, at the time of death or permanent disability, had held regular full-time employment for at least three (3) years.

An eligible child is one who is a blood relative of the first degree (offspring), a child for whom the employee serves as legal guardian as assigned by the courts, a legally adopted child, or a stepchild. The child shall not have reached age 25 nor have obtained their first baccalaureate degree. The tuition waiver for a child does not require a one-year waiting period if the employee is hired full-time and is expected to work at least one (1) academic year.

A child of a deceased or disabled employee is eligible for tuition waiver if the deceased or disabled employee, at the time of death or permanent disability, had held regular full-time employment for at least three (3) years.

A degree student is one who is enrolled in an undergraduate degree program at Millersville University.

A non-degree student is one who is not enrolled in an undergraduate degree program at Millersville University.

A special high school student is one who is not technically accepted into an undergraduate degree program, but begins taking courses at Millersville University during the high school years.

A part-time non-degree student is one who is not technically accepted into an undergraduate degree program, but who is approved under provisional status to begin taking courses on a part-time basis and later may qualify for acceptance into a degree program.

A transient student is one who is enrolled in an undergraduate degree program at another institution and who elects to take courses at Millersville for transfer to the institution at which they are enrolled in an undergraduate degree program.

Tuition waiver applies to the tuition only for undergraduate credit-bearing courses.

Exclusions

The tuition waiver program will not apply to graduate courses or non-credit activities.

Students with tuition waivers shall not contribute to the number of students normally required to support a course during a summer session, nor shall such students be included in calculating the self-sufficiency of or the instructional stipend for continuing education courses taught on an overload basis under the special continuing education overload provisions of the APSCUF contract.

The undergraduate degree refers to a baccalaureate degree. Possessing an associate degree does not diminish eligibility.

Procedures

The student must make application for general admission to the University through the Admissions Office.

Part-time non-degree students must make application for part-time non-degree admission.

The tuition waiver application process will have no effect on the admissions process. It is not necessary for the Admissions Office to be aware of such application, and every attempt should be made to ensure that Admission's decisions are not affected by approval of tuition waiver.

The employee will be required to submit an Initial Application for Tuition Waiver for themselves, spouse or child with the Tuition Waiver Session Application Form to Human

Resources prior to the first session for which tuition waiver is sought.

The application must be completed by the employee and not a spouse or child since this tuition waiver policy represents an employee benefit and establishes a commitment only between the University and the employee.

Thereafter, separate Tuition Waiver Session Application forms must be made for each session. There are six sessions which may be applied for in three application periods:

Period 1 Fall

Period 2 Winter/Spring

Period 3 Summer (Includes Pre-session, Summer 1 and Summer 2)

In cases where application is made for spouses or children, necessary documentation as to eligibility must be included with the initial tuition waiver. Such documentation may include a birth certificate, adoption papers, marriage certificate, etc. In all cases where eligibility is questionable, further documentation may be required by Human Resources.

In cases where application is made for spouses and children, it may be beneficial to file a financial aid application with the Financial Aid Office. The applicable deadline is generally May 1 for fall or spring admission. If students are determined to be eligible for Pell, PHEAA, SEOG, or other grants, such aid will be reflected in the amount of the tuition processed. Specifically, the amount of tuition waiver will be equal to fixed costs (tuition, general fees, and room and board fees, if applicable) less gift aid for that particular semester or session, or the cost of tuition, whichever is less.

After the application has been completed and all necessary documentation has been provided, the Director of Personnel Services for Human Resources or designee will sign the application if eligibility requirements have been met.

This approval is contingent upon the continued eligibility of the employee and the student as of the beginning of the session for which application is made. The tuition waiver will not ultimately be granted if there is any loss in eligibility of either the employee or the student up until the beginning of the session for which application is made.

In cases where prospective students, spouses or children, apply for tuition waiver, Human Resources will consider such application if the student is accepted either as a special high school student, or as a part-time non-degree student who is not able to meet regular admissions requirements but who is allowed to take courses and later apply for degree status. Also, exceptions will be made for students who are enrolled in undergraduate programs at other institutions and who attend Millersville as transient students.

Upon approval of an application, Human Resources will distribute the appropriate copies.

If at any time between approval of the application and the first day of the session Human Resources becomes aware of loss of eligibility, the Financial Aid Office, Bursar, and the employee will be notified.

The tuition waiver will also have no effect on the billing process as initiated by the Bursar's Office. Students who have applied for a tuition waiver will be billed fully for all applicable fees including the tuition. In cases where tuition waivers have been submitted and approved prior to the billing date, the waiver will be credited on the statement. However, the statement of fees must be returned to the Bursar's Office by the due date even if no payment is due. When all fees have been satisfied, the student's account will be cleared.

Before the tuition waiver is input by the Bursar's Office, the student's registration status will be checked to ensure that waiver is granted only for undergraduate credit courses. The Bursar's Office will also ensure that spouses and children have been accepted as degree students in undergraduate degree programs, unless the above noted exceptions apply, and that such spouses and children do not already hold a baccalaureate degree. The amount of the tuition waiver, if approved, for spouses and children will be obtained from the Financial Aid Office. Any adjustments to financial aid after the tuition waiver is initially input will be communicated to the Bursar's Office so that any necessary adjustments to the tuition waiver can be processed on a retroactive basis.