INSTRUCTIONS FOR SENIOR CITIZENS REQUESTING TO AUDIT AN UNDERGRADUATE OR GRADUATE LEVEL COURSE WITH TUITION WAIVER

Millersville University is pleased to offer senior citizens, 62 years of age or older, the opportunity to audit courses on the Millersville University campus. To apply, an interested senior citizen (auditor) must:

1) Provide proof of age;
2) Obtain and complete the appropriate application for part-time non-degree status if the auditor has not enrolled at Millersville University within five (5) years of the time of application:
   a. If the auditor does not yet have a bachelor’s degree, they must complete an undergraduate application for Part-Time Non-Degree status (no charge) or call Undergraduate Admissions at 717-871-4625 to have an application mailed to them.
   b. If the auditor has a bachelor’s degree, they must complete a graduate application for Part-Time Non-Degree status through the College of Graduate Studies and Adult Learning or call 717-871-4723.

Once received, the application will be reviewed by Millersville University staff. If admission is granted, the auditor will be asked to complete a Senior Citizen Course Audit and Tuition Waiver form in its entirety. The course schedule can be found on the Web Schedule & Registration Guide webpage. The form should be submitted no later than one week before the start of class.

Once the form is completed, it should be emailed to AdultLearning@millersville.edu for approval. The request may be declined because of the requirement to accommodate degree seeking students or related reasons. The auditor will be notified by email if the tuition waiver has been approved.

Auditors will not take examinations, write papers, or fulfill other course requirements generally associated with earning credit. Auditors may audit only one class per semester under this program.

The auditor pays the general fee (per credit) and technology fee (per credit) depending upon status as an undergraduate or graduate student. A listing of graduate and undergraduate fees can be found at the Tuition & Fees webpage. The fees in Summer 2020 for a 3-credit course for PA residents are $103.50 for undergraduates and $153.75 for graduates (those who already obtained a bachelor’s degree).

Please direct any questions to:

Janice Moore, Ph.D.
Associate Dean, College of Graduate Studies and Adult Learning
Janice.Moore@millersville.edu
SENIOR CITIZEN COURSE AUDIT AND TUITION WAIVER

Name ________________________________

Address ________________________________

Phone _____________________ M# ______________

Session (Check one)  ___ Fall  ___ Winter  ___ Spring  ___ Summer  20 ___ Year

I hereby request Senior Citizen Audit and Tuition Waiver for the course listed below and certify that I am 62 years of age or older. To qualify for this program, I understand that I must first qualify for admission to Millersville University as a non-degree student. I agree to comply with all application requirements. If admitted, I further agree to pay the fees of which include the general fee and the tuition technology fee for the course. I realize that I must contact the College of Graduate Studies and Adult Learning for revised fees if I am a non-PA resident. I recognize that I may audit only one course per semester.

I understand too, that in order to audit a course, the faculty may limit my participation in the class and in any case, as an auditor, I will not take examinations, write papers, or fulfill other requirements generally associated with earning credit. My signature below indicates that I have read and understood the foregoing.

Signature ________________________________ Date ______________

The course I wish to audit is (please print or type):

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<tr>
<th>CRN NUMBER</th>
<th>COURSE/SECTION</th>
<th>TITLE</th>
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Faculty Authorization

The above-named person has my permission to audit the requested course under provisions of the Senior Citizen Course Audit and Tuition Waiver. I certify that the registration of this person does not prevent admission of any regularly enrolled student to the class.

Faculty Signature ________________________________ Date ______________

Note: Faculty may also e-mail AdultLearning@millersville.edu to confirm your admission to the class.

FOR OFFICIAL USE ONLY

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<thead>
<tr>
<th>ID Checked</th>
<th>Date</th>
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<tbody>
<tr>
<td>CE Approval</td>
<td>Date</td>
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<tr>
<td>Number of credits to be waived</td>
<td>Date</td>
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<tr>
<td>Office of Student Accounts Official</td>
<td>Date</td>
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*Fees based on 2019-2020 rates