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**Effective:** Fall Semester 1992

**Administrative Policy**  
**SENIOR CITIZEN TUITION WAIVER**

**Approved:** October 8, 1991, President's Advisory Council  
May 22, 2012, President's Cabinet

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This policy applies to part-time, non-degree senior citizens who wish to audit a credit course. The effective date for this policy is fall semester 1992.

The waiver of tuition for persons age 62 and older provides benefits for segments of both the campus and Lancaster area communities. The exposure of older audiences to the educational and cultural offerings of the University expands understanding and support of Millersville and its mission. The program benefits the younger student through the cross-generational exchange of views and experiences; the life of the older citizen is enriched by new ideas and contacts with young scholars, a benefit unaffordable for many without the waiver. Faculty find that contributions of older adults provide important dimensions to class discussions. The community is strengthened by the acceptance of differing points of view and by the ability of its citizens to articulate the concerns and needs of higher education.

A Senior Citizen is any person sixty two years of age or older, in-state or out-of-state resident.

Course audit consists of auditing a credit course granting students the privilege of regular class attendance. It does not include the taking of examination, writing of papers, recording or reporting of grades or other requirements generally associated with college credit. Normally, students who audit credit courses are charged regular tuition and the general fee.

At the time of admission and registration, senior citizens are required to declare their intent to seek audit/waiver status.

Senior citizens who have not been admitted to the university are required to complete the appropriate admission process. The completed admission application must be returned to the College of Graduate Studies and Adult Learning and processed before a senior citizen may register for a credit course. Admission applications for both graduate and undergraduate students are available at the College of Graduate Studies and Adult Learning.

Senior citizens desiring a tuition waiver must contact the College of Graduate Studies and Adult Learning to obtain a Request for Senior Citizen Course Audit and Tuition Waiver form (see attached). The completed audit/waiver form must be returned to the

College of Graduate Studies and Adult Learning prior to registration. Audit/waiver forms are available at the College of Graduate Studies and Adult Learning.

A copy of the approved audit/waiver form must be on file in the Bursar's Office before a tuition waiver for a credit course will be granted.

The waiver is applicable to tuition for credit courses which are audited. All other related costs and fees such as the general fee, late fees, books and supplies, etc., must be paid by senior citizens.

Senior citizens are permitted to audit one course (undergraduate or graduate) during any regularly scheduled semester or session without charge of tuition provided that this permission 1) does not prevent admission of any regularly enrolled student to the class; and, 2) does not necessitate the formation of an additional section of the class.

Out-of-state senior citizens will be permitted to audit any credit course without charge of tuition on the same basis as in-state senior citizens, provided that in-state senior citizens are given first priority.

Student ID cards will be issued to senior citizens who are required to pay the general fee.

### **Student Responsibilities**

At the time of admission and registration, declare intent to seek audit/waiver status.

Complete the admission process.

Contact the College of Graduate Studies and Adult Learning before attempting to register.

Prior to registering for a course, obtain the audit/waiver form, complete the information requested (including securing the professor's signature), return the form to the College of Graduate Studies and Adult Learning and provide the evidence necessary to process the form, such as proof of age, etc.

Complete the registration process.

Notify the Bursar's Office of tuition waiver status and pay all related course costs and fees.

Secure a student identification card.

### **Undergraduate and Graduate Admissions**

Process all senior citizen admission applications received from the College of Graduate Studies and Adult Learning.

### **Professor**

Certify that the student has permission to audit the course by signing and dating the audit/waiver form.

## **College of Graduate Studies and Adult Learning**

Instruct senior citizens on all phases of the admission, registration, and audit/waiver process, as well as on securing a student identification card.

Distribute all admission applications and audit/waiver forms for senior citizens.

Accept, verify correctness and forward all appropriate information to the Registrar's Office for final processing.

Accept, process, and certify all audit/waiver forms. This includes securing proof of age, ensuring that in-state residents receive priority over out-of-state residents, verifying the completeness of the form, and checking for other courses audited and waived during the semester/session.

Provide the student and the Bursar with copies of the approved audit/waiver form.

Maintain all pertinent information regarding senior citizen waivers; including name, age, residency, semester or session involved, course taken, etc.

### **Registrar**

When presented with an approved audit/waiver form, verify admission classification, and process the course registration listed on the form.

### **Bursar**

Maintain file of approved senior citizen tuition waivers.

Post payment collected with the application to the student account. Payment will equal the cost of technology fee and general fee for the appropriate semester.