

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 one form per Period and list all sessions within the period that apply.

Period 1

Fall _____(yr)

Period 2

Winter _____(yr)

Spring _____(yr)

Period 3

Summer 1 _____(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