

**MILLERSVILLE UNIVERSITY**  
**Office of Human Resources**  
**20 Dilworth Road**  
**Millersville, PA 17551**  
**Phone: 717- 871-4950 Fax: 717-871-7950**

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Please forward your tuition waiver (aka session application) for the upcoming winter and spring semesters. They should be forwarded to Human Resources for processing by **October 12, 2018**.

**1 waiver per period (see form):**

**Period 1** = Fall Semester

**Period 2** = Winter Semester OR Spring Semester OR Winter & Spring Semesters

**Period 3** = Summer 1 OR Summer 2 OR Summer 3 OR ALL summer sessions

**Dependent Waiver:** If this is the first time using the tuition waiver benefit for your dependent please supply a copy of his/her birth certificate. If it is your step-child then a copy of his/her birth certified and a copy of your marriage license must be supplied.

**Spouse/Domestic Partner Waiver:** If this is the first time using the tuition waiver benefit for your spouse please supply a copy of your marriage certificate.

**Employee Waiver:** If this is your first time using the tuition waiver benefit please be sure to complete the section regarding your work schedule, course information, what type of leave will be used to attend class AND if classes are during your workday it must be signed by your supervisor.

**Other PASSHE University Tuition Waiver**

Should you have any questions feel free to call or email Kathy Wright @ 871-4873 or [kwright@millersville.edu](mailto:kwright@millersville.edu).