Please forward your MU (Millersville University) or PASSHE (other PASSHE University) tuition waiver (aka session application) for the upcoming Fall 2019 Semester by **JULY 1, 2019***.

**WAIVERS CAN BE SUBMITTED TO HR AFTER THIS DATE BUT BILLING WILL PROCEED AND REFLECT TUITION ACCORDINGLY.**

A SEPARATE WAIVER MUST BE SUBMITTED FOR EACH PERIOD LISTED.

- **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

There are no penalties if a semester/session is checked and not used.

HR will keep pending tuition waivers received for 1 (one) semester beyond the current semester.

**MU Dependent Waiver:** If this is the **first time using the tuition waiver benefit** then a copy of his/her birth certificate must be supplied. If it is a stepchild, then a copy of his/her birth certificate **and** a copy of your marriage license/certificate must be supplied.

**MU Spouse/Domestic Partner Waiver:** If this is the **first time using the tuition waiver benefit** you must supply a copy of your marriage license/certificate or evidence of your domestic partnership.

**MU Employee Waiver:** Approval & processing cannot take place if missing:
- Total credits waived to date
- Your work schedule
- Course information
- Type of leave to be used if you’re attending class during your workday
- Supervisor’s signature if classes are during your workday

**PASSHE University Tuition Waiver** (other PASSHE University - **one semester/session per form**)

Should you have any questions feel free to call or email Kathy Wright @ 871-4873 or kwright@millersville.edu.