

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

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.