

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 ***WINTER AND/OR SPRING 2020 Semester** by:

OCTOBER 25, 2019

Tuition Waivers will be accepted after the requested due date but billing will proceed and therefore reflect tuition costs. Accounts can and will be adjusted once Student Financial Services has received the approved waiver.

One waiver per period listed on 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

MU Dependent Waiver:

- A copy of his/her birth certificate must accompany their **first** tuition waiver.
- If a stepchild then a copy of his/her birth certificate AND a copy of the employee's marriage certificate must accompany their **first** tuition waiver.
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MU Spouse/Domestic Partner Waiver:

- A copy of the employee's marriage license/certificate or evidence of your domestic partnership must accompany their **first** waiver.

MU Employee Waiver:

Approval & processing cannot take place if missing:

- Total credits waived to date
- Your work schedule
- Course information
- Type of leave you will use if 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**)

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

If you cannot remember sending a tuition waiver then please send another!

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