

**Effective:** Fall Semester 1992

**Administrative Policy**  
**LIFELONG LEARNERS 62+ TUITION WAIVER**

**Approved:** October 8, 1991, President's Advisory Council  
May 22, 2012, President's Cabinet  
April 14, 2025, President's Cabinet

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This policy applies to part-time, non-degree lifelong learners aged 62 or older who wish to audit a credit course. The effective date for this policy is fall semester 1992.

The waiver of tuition for persons aged 62 and older provides benefits for the campus and Lancaster area communities. The exposure of older audiences to the educational and cultural offerings of the University expands understanding and support of Millersville and its mission. The program benefits the younger student through the cross-generational exchange of views and experiences; the life of the older citizen is enriched by new ideas and contacts with young scholars, a benefit unaffordable for many without the waiver. Faculty find that contributions of older adults provide important dimensions to class discussions. The community is strengthened by the acceptance of differing points of view and by the ability of its citizens to articulate the concerns and needs of higher education.

Audit status grants students the privilege of regular class attendance. Auditing students do not take exams, write papers, receive grades, or fulfill other requirements generally associated with college credit. Normally, students who audit credit courses are charged regular tuition and the general fee.

Lifelong learners are permitted to audit one course (undergraduate or graduate) during any regularly scheduled semester or session without charge of tuition provided that this permission 1) does not prevent admission of any regularly enrolled student to the class; and, 2) does not necessitate the formation of an additional section of the class.

Lifelong learners who have not been admitted to the university are required to complete the non-degree admission process.

Lifelong learners seeking audit/waiver status must contact the Office of Graduate Studies & Adult Learning (GSAL) to request a Lifelong Learners 62+ Course Audit and Tuition Waiver form and return the form to GSAL prior to registration.

A copy of the approved audit/waiver form must be on file in the Office of Student Accounts (OSA) before a tuition waiver for a credit course will be granted.

The waiver is applicable to tuition for credit courses which are audited. All other related costs and fees such as the general fee, technology fee, late fees, books and supplies, etc., must be paid by lifelong learners.

Out-of-state lifelong learners will be permitted to audit any credit course without charge of tuition on the same basis as in-state lifelong learners, provided that in-state lifelong learners are given first priority.

Student ID cards are available for lifelong learners who are required to pay the general fee.

### **Student Responsibilities**

At the time of admission and registration, declare intent to seek audit/waiver status.

Complete the admission process.

Contact GSAL before attempting to register.

Prior to registering for a course, obtain the audit/waiver form, complete the information requested (including securing the professor's signature), return the form to GSAL and provide the evidence necessary to process the form, such as proof of age, etc.

Complete the registration process.

Pay all related course costs and fees.

### **Undergraduate and Graduate Admissions**

Process all lifelong learners admission applications.

### **Professor**

Certify that the student has permission to audit the course by signing and dating the audit/waiver form.

### **Office of Graduate Studies & Adult Learning**

Instruct lifelong learners on all phases of the admission, registration, and audit/waiver process, as well as on securing a student identification card.

Distribute audit/waiver forms for senior citizens.

Accept, verify correctness, and forward all appropriate information to the Registrar's Office for final processing.

Accept, process, and certify all audit/waiver forms. This includes securing proof of age, ensuring that in-state residents receive priority over out-of-state residents, verifying the

completeness of the form, and checking for other courses audited and waived during the semester/session.

Provide the student and OSA with copies of the approved audit/waiver form.

Maintain all pertinent information regarding lifelong learner waivers; including name, age, residency, semester or session involved, course taken, etc.

### **Registrar**

When presented with an approved audit/waiver form, verify admission classification, and process the course registration listed on the form.

### **Office of Student Accounts**

Maintain file of approved lifelong learner tuition waivers.

Post payment collected with the application to the student account. Payment will equal the cost of technology fee and general fee for the appropriate semester.