

Shippensburg University

Application for Senior Citizen Fee Waiver

I. PERSONAL DATA

Name _____ SU ID _____
Permanent Residence _____
Telephone Number _____
Email Address _____

II. ELIGIBILITY

1. Retirement Date _____
2. Previous Employer _____
3. Current Employment Status: _____ Full-time _____ Other
4. Are you a U.S. citizen? _____ Yes _____ No
5. Are you a Pennsylvania resident? _____ Yes _____ No
6. Date of birth _____
7. Documentation presented:
 - a. PA operator's license (license #) _____
 - OR
 - b. Birth certificate AND evidence of PA residence (if license not available)* _____

III. COURSE REQUEST DATA

1. Semester _____, Academic Year 20____ - _____
2. Course number(s) and name(s) _____

IV. I certify that all of the above information is true and correct.

Applicant's Signature Date

V. Recommendation of Dean

Based upon my review of the above information including the documentation required under II.7., I recommend:

____ Approval _____ Disapproval (give reason)

Dean's Signature Date

VI. Approval

If space is available in the course in the course and semester requested.

Provost & Executive Vice President Date

Distribution after completion:
Student Accounts
Registrar
Originating Dean

*See reverse.

Evidence of Pennsylvania residence:

The following factors may be considered as evidence of domicile:

1. Lease or purchase of a permanent residence within Pennsylvania.
2. Payment of appropriate state and local taxes.
3. Bank accounts, stocks, automobiles, and other registered property in Pennsylvania.
4. Registration to vote in Pennsylvania.

Tuition charges may be waived for senior citizens enrolled in any program providing space is available within the desired course(s) and class(es). Applications for this waiver should be initiated by the requesting student, through the dean of the college in which the student is enrolling (undergraduate) or through the dean of the graduate school (graduate), prior to registration for the course(s) to which it will apply. Non-matriculated undergraduate students apply through the Admissions Office. Application for and approval of the waiver must occur prior to registration for the course(s) to which it will apply. Requests for retroactive waivers will not be considered. All other fees described in the undergraduate and graduate catalogs are due and payable at the time of registration.

A senior citizen is defined as a retired United States citizen residing in the Commonwealth of Pennsylvania who is 60 or more years of age. Documentation that the requesting student meets the above eligibility criteria will be required.

Instructions:

- The senior citizen applicant must complete Items I-IV on the form and sign it. The course numbers and titles requested must be listed.
- The senior citizen applicant will deliver the signed, completed form to the Registrar's Office, Old Main 110 or registrar@ship.edu. The Registrar's Office will then forward the application to the appropriate dean's office for review and approval. If the senior citizen student is non-degree, then the form is reviewed by the dean of the class(es) requested.
- Once the form is approved by the academic dean, it is forwarded to the Provost for final approval.
- The Provost Office will provide the approved, completed form to the Student Accounts Office for their records.
- A Senior Citizen Fee Waiver form is required each and every semester in which a senior citizen student registers for classes.
- NOTE: To register for classes, a senior citizen must be accepted to either a degree seeking or non-degree seeking program at Shippensburg University. Please visit www.ship.edu/admissions for more information.