

Lock Haven University of PA

Senior Citizen Tuition Waiver Policy

Eligible senior citizens may receive a tuition waiver for enrollment in undergraduate courses, whether enrollment is for the purpose of auditing or earning credit. The Senior Citizen Tuition Waiver (SCTW) is available to anyone who meets all of these requirements:

- Legal Resident of the Commonwealth of Pennsylvania
- 62 Years of Age or Older
- Not Employed Full-Time

Use of the Senior Citizen Tuition Waiver (SCTW):

- The SCTW applies only to tuition. The senior citizen will be responsible for payment of all other fees associated with enrollment, which must be paid in full upon receipt of the semester/session bill.
- The SCTW will be granted only for courses in which space is available as determined by the Registrar's Office.
- The SCTW will not apply to web-based courses.
- The SCTW will be limited to no more than 3 credit hours per semester or session. Registration will be on a space available basis and will occur just prior to the start of the semester/session.

Process:

- The **Senior Citizen Tuition Waiver (SCTW) form** is available from the Registrar's Office. A new form must be completed for each semester or session for which a tuition waiver is desired.
- The SCTW form must be submitted to the Registrar's Office at least 2 weeks prior to the first day of the semester or session for which a waiver is desired.
- Individuals who are not current LHUP students must also complete a **Walk-In Registration form**.
- The Walk-In Registration form must be submitted to the Registrar's Office along with the SCTW form.
- The Registrar's Office will verify the age of the senior citizen from an official document (e.g. driver's license; birth certificate). A photocopy of the document will be made and attached to the SCTW form.
- Residency and employment status will not be verified. By signing the waiver form, the senior citizen is legally attesting to the fact that he/she is 62 years of age or over, a legal resident of Pennsylvania, and not employed full-time. Should the University determine at any time that an applicant has falsified a SCTW form, the applicant will be responsible for payment of tuition waived.
- The Registrar's Office will send the completed form along with proof of age to the Student Accounts Office for processing.
- The Registrar's Office will notify the senior citizen of the approval or denial of the request and will provide him or her with information regarding the registration process.