



SENIOR CITIZEN TUITION WAIVER FORM

Who is eligible? A Maryland resident who is a senior citizen. The term "senior citizen" includes any individual who is sixty (60) years of age or older, who is retired and whose chief income is derived from retirement benefits, and who is not employed full-time.

Enrollment: 1. Enroll in no more than three (3) courses (11 credits maximum) per semester. 2. Register the last day of Late Registration. 3. Return this form to the Office of Human Resources with your course reservation form, proof of age and proof of retirement income.

I hereby certify:

1. **I** am a Maryland resident.
2. **I** am a senior citizen who meets eligibility requirements defined in the preceding paragraph.
3. **I** understand that any courses (credits) over the above mentioned maximum are my financial responsibility.
4. The University may recover from me any cost incurred as a result of any false information.
5. **I** have read and understand the policy.

Required documents and addendum must be attached to process your waiver request. **Put your Initials by the documents you have submitted.**

Proof of Identification: MD Driver's license or Identification card

Proof of Retirement Income: Copy of most recent retirement check stub

Copy of Course Reservation: Course reservation dated last day of late registration

Print Name

Social Security Number

Signature

Contact Phone Number

Email Address

Semester _____ **Year:** _____
(include summer session# if applying for summer session)

For HR Office Use Only

Human Resources Authorizing Signature

Date

Coppin State University
ADDENDUM TO SENIOR WAIVER
REQUEST FOR TUITION REMISSION
Effective July 1, 2016

Semester: _____ **Year** _____

PLEASE INITIAL BOTH BOXES:

I certify that I currently **receive retirement income** from my previous employer. I have attached an official copy of that retirement income to the Senior Waiver request form. I further certify that this income is not Social Security income. I understand if I do not provide the proof of retirement income from my previous employer, this will disqualify me from receiving the Senior Citizen Waiver for the semester above.

Acceptable Retirement Documents: No exceptions

- Retirement income pay stub dated for the current year stated above.
- Official company letterhead from previous employer stating the, retiree name, date of birth, social security number and date of retirement. Must include signature of personnel/human resources officer with company address and phone number.

Signature of Student

Student's Social Security #

Name of Student (please print)

Date



UNIVERSITY SYSTEM
of MARYLAND

254.0 VIII-2.30- POLICY ON WAIVER OF TUITION AND GRANTING OF OTHER PRIVILEGES
FOR SENIOR CITIZENS OF THE STATE OF MARYLAND

(Approved by the Board of Regents, November 30, 1989)

It is the policy of the University of Maryland System to extend special privileges, where practicable, to senior citizens who are residents of the State of Maryland. The term "senior citizen" includes any individual who is sixty years of age or older, who is retired and whose chief income is derived from retirement benefits, and who is not employed full time. Privileges to be extended to such individuals shall include, subject to certain conditions, waiver of tuition for undergraduate and graduate courses, use of the libraries, and such other privileges as individual institutions shall determine.

I. WAIVER OF TUITION

- A. Each institution shall determine the availability of this benefit for self-support programs.
- B. The exercise of this privilege shall be on a space available basis, and the institution shall be responsible for determining space availability. A senior citizen shall not be entitled to a waiver of tuition for more than three courses in a single academic semester or term.
- C. For purposes of this program, "tuition" is defined as the basic instructional charge for courses and does not include fees, such as those for application, registration, or other mandatory fees. Policies on waiver of fees other than tuition for senior citizens shall be determined by the institution.
- D. A senior citizen may enroll in a degree granting program under these policies only if he or she is admissible to that program.
- E. The full-time equivalent enrollment of senior citizens for whom tuition is waived shall not exceed two percent of the institution's full-time equivalent undergraduate enrollment.
- F. Each institution shall adopt procedures to administer the tuition waiver program under these policies.
- G. Each institution shall report to the Chancellor, at the end of each semester or session, for submission to the Board of Regents, the number of senior citizens who have exercised the privilege of tuition waiver.

II. GOLDEN IDENTIFICATION CARD PROGRAM

- A. Eligible senior citizens may apply for a Golden Identification Card from any institution in the University System, which shall be honored throughout the System. This card shall serve to identify the individual as eligible for any privileges (for example, use of the libraries) that an institution determines to be available to senior citizens. Holders of the Golden Identification Card may be entitled to admission to student events, as determined by the institution.
- B. Except for emergencies, the health care facilities at institutions where they exist shall not be available to holders of the Golden Identification Card unless they are enrolled as regular full-time students and have paid the health fee.
- C. Each institution shall adopt and publicize procedures for, and privileges available under, the Golden Identification Card program.

Replacement for: BOR VI-11.00 and BOT X-C

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