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**Effective:** Fall Semester 1992

## **Administrative Policy**

Waiver form (see attached). The completed audit/waiver form must be returned to CGSAL prior to registration. Audit/waiver forms are available at CGSAL.

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, late fees, books and supplies, etc., must be paid by senior citizens.

Senior citizens 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.

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

Student ID cards will be issued to senior citizens 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 CGSAL before attempting to register.

Prior to registering for a course, obtain the audit/waiver form, complete the information CGSAL and provide the evidence necessary to process the form, such as proof of age, etc.

Complete the registration process.

Notify OSA of tuition waiver status and pay all related course costs and fees.

Secure a student identification card.

### **Undergraduate and Graduate Admissions**

Process all senior citizen admission applications received from CGSAL.

### **Professor**

Certify that the student has permission to

## **College of Graduate Studies and Adult Learning**

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

Distribute all admission applications and audit/waiver forms for senior citizens.

Accept, verify co  
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 senior citizen 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 senior citizen 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.