

**STUDENT SUPPORT PROCEDURES — SECTION 600**

NUMBER: **604C**

SUBJECT: ENROLLING SENIOR CITIZENS IN COURSES OR CLASSES

LAST REVIEWED: 11/18/2015; 10/26/2017; 11/20/2018 (NO CHANGES); 6/11/2019 (NO CHANGES)

EXECUTIVE COMMITTEE APPROVAL: OCTOBER 30, 2017

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**604A.1 – PROCEDURE**

- 1.1 Providing there is space available, senior citizens who are 62 years old or older may enroll in a course or class on a space available basis under a Senior Citizen Audit Waiver as specified in UTech Policy 204.7.
- 1.2 Senior citizens shall be permitted to enroll on an audit basis in courses or classes without payment of regular tuition, but subject to the following:
  - A. Enrollment shall be on a space available basis, as determined by MTECH, after all students on the course/class waiting lists (excluding programs) have been accommodated.
  - B. Senior citizens seeking audit waivers shall not be permitted to place their names on course waiting lists.
  - C. A minimum administrative fee shall be charged to cover the cost of registration, record keeping and reporting.
  - D. All applicable course fees shall be charged as determined by MTECH.
  - E. Books and materials for the class or course will be the responsibility of the senior citizen.
  - F. Payment of tuition for certificates: to receive a certificate from any course or class in which they are enrolled, a senior citizen shall be required to pay full tuition.
  - G. Senior citizen enrollment reporting: senior citizens participating through an audit waiver shall be enrolled as senior citizens.

