

REQUEST FOR EXEMPTION FROM NON-RESIDENT TUITION
FOR GRADUATE RESEARCH/TEACHING ASSISTANTS
Employed by a Texas Institution of Higher Education

Note: The employing department should submit this form directly to the Student Business Services Office on behalf of the student.

Semester _____ Fall _____ Year _____
 _____ Spring _____
 _____ Summer I _____
 _____ Summer II _____

Employee's Name _____ Student ID # _____

Job Title _____ Job Code number _____

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CERTIFICATION OF EMPLOYING DEPARTMENT: I certify that the above named person is or will be employed by my department for the semester indicated above in a qualifying position as listed overleaf and meets all of the following requirements:

- (1) is in a teaching or research position,
- (2) is employed at least one-half time (20 hours per week),
- (3) has a beginning employment date on or before the 12th class day (4th class day for a summer term) and an ending employment date no earlier than the last official class day, and
- (4) is in a position that relates to his/her degree program.

I agree to notify the Student Business Services Office immediately should any of the employment conditions change for this employee.

Signature of Dept Head _____ Phone/Email _____

Employing Dept _____ Date _____

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CERTIFICATION OF STUDENT EMPLOYEE: I certify that I am now or will be employed by Texas State University in a qualifying position (*by a Texas Institution of Higher Education*) as listed overleaf. I understand and meet the employment requirements as outlined in the certification of employing department above. I agree to notify the Student Business Services Office immediately should any of my employment conditions change.

Furthermore, I understand that the employment status, on which this request is based, is subject to audit. If it should be determined that the employment is not the type for which an exemption should have been granted, I will pay the required non-resident tuition immediately. Non-payment may result in cancellation of my registration.

Signature of Student Employee _____ Date _____

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If this exemption from non-resident tuition is requested for the spouse or child of the employee, list that person's name and Texas State ID number below.

NOTE:
To receive credit for the exemption, this form MUST be returned to the Student Business Services Office, JCK 188, not later than the 12th class day of the Fall/Spring semesters or the 4th class day of the Summer semesters.

*****Forms received after the 12th or 4th class day deadlines WILL NOT be honored.*****

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QUALIFYING POSITIONS

Students employed in the following job titles (and their spouses and children) are eligible to qualify for an exemption from non-resident tuition.

Doctoral Teaching Assistant #9100
Doctoral Instructional Assistant #9101
Doctoral Research Assistant #9102
Graduate Teaching Assistant #9000
Graduate Instructional Assistant #9001
Graduate Research Assistant #9002
Undergraduate Instructional Assistant #9006