



Graduate Assistant Request for Resident Tuition

This form must be received by the Office of Graduate Studies prior to the beginning of classes for the semester or summer term. Please note: The waiver for out of state tuition must be requested using this form before the tuition payment will post.

<p>A. STUDENT REQUESTING EXEMPTION: (type) * You must be enrolled for a minimum of 9 semester hours during the Fall and Spring semesters and 3 semester hours per summer session or 6 hrs. for the 10 wk. session to be eligible for an assistantship.</p>			
Last Name	First Name	Middle Initial	UIN
<p>Request for Time Period (Check all that apply):</p> <p>Academic Year _____</p> <p> <input type="checkbox"/> 9 months Fall & Spring <input type="checkbox"/> Fall Only <input type="checkbox"/> First 5-Week Summer Term <input type="checkbox"/> 12 months Fall, Spring & Summer <input type="checkbox"/> Spring Only <input type="checkbox"/> Second 5-Week Summer Term <input type="checkbox"/> 10-Week Summer Term </p> <p>I certify that I am, and will remain, enrolled for minimum hours required to be eligible for an assistantship.</p>			
_____ <i>Graduate Assistant Signature</i>		_____ <i>Date</i>	
<p>B. EMPLOYING DEPARTMENT NAME: _____</p> <p>GRADUATE ASSISTANT'S JOB TITLE (* Qualifying job titles/positions): GANT GAT GAR (designated/auxiliary funds) GAL</p> <p>ASSISTANTSHIP HIRE DATE: _____ FTE: _____%</p> <p>GRADUATE ASSISTANT'S JOB DUTIES (Summarize or attach duties on Departmental Letterhead)</p> <p>Describe how the duties described relate to the student's degree program:</p> <p>I certify that the above-mentioned student is employed in a qualifying position* for the semester(s) indicated, and is assigned the duties stated in this section.</p>			
_____ <i>Print Name of Employing Department Head</i>		_____ <i>Signature of Employing Department Head</i>	
_____ <i>Print Name of Academic Department Head</i>		_____ <i>Signature of Academic Department Head</i>	
<p>C. ACADEMIC DEPARTMENT NAME: _____ I certify that the duties (identified in Section B) support the above named Graduate Assistant's degree program.</p>			
_____ <i>Print Name of Academic Department Head</i>		_____ <i>Signature of Academic Department Head</i>	

Spouse/Dependent Waiver Request

Name: _____
 UIN: _____
 Academic Department: _____
 Signature: _____
 Date: _____

<p>Internal use only Reviewed by:</p>	
_____ Approved by:	_____ Date

**TEXAS HIGHER EDUCATION COORDINATING BOARD
DEFINITION OF
STUDENTS EMPLOYED AS TEACHING OR RESEARCH ASSISTANTS**

Sec. 54.063 A teaching assistant or research assistant of any institution of higher education and the spouse and children of such a teaching assistant or research assistant are entitled to register in a state institution of higher education by paying the tuition fees and other fees or charges required for Texas residents under 54.051 of this code, without regard to the length of time the assistant has resided in Texas, if the assistant is employed at least one-time in a teaching or research assistant position which related to the assistant's degree program under rules and regulations established by the employer institution.

Students employed as teaching or research assistants at least half time by any public institution of higher education in a degree program-related position with an effective date of employment on or before the official census date of the relevant term(s), may pay the same tuition while attending the employing institution as a resident of Texas for themselves, their spouses, and their dependent children regardless of the length of residence in the state. The institution which employs the student shall determine whether or not the student's job relates to their degree programs. This provision applies to eligible teaching assistants, research assistants and their dependents no matter which Texas public institution of higher education they may attend. It is the intent of this rule that employment be for the duration of the period of enrollment for which a waiver is awarded.

Semester Enrollment:

Fall / Spring – 9 credit hours

Summer I – 3 credit hours

Summer II – 3 credit hours

Summer 10 week – 6 credit hours

****Note: Tuition waivers submitted later than (14) days in advance of the first day of the fall/spring, and (4) days in advance of any summer term could negatively impact a student receiving federal financial aid.**

****Note: The Office of Student Financial Aid will be notified of your acceptance of this assistantship. If you apply for need based financial assistance, this award will be considered in determining your eligibility.**