



TEXAS A&M UNIVERSITY- SAN ANTONIO

APPLICATION TO QUALIFY FOR RESIDENT TUITION BASED ON EMPLOYMENT

PROVISIONS GOVERNING NON-RESIDENT TUITION EXEMPTION:

A new application must be submitted each semester by the established census date.

Teaching or research assistants employed at least half-time 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 spouse, and their dependent children.

To be completed by student:

I, _____ (print name and student ID number) , wish to apply for a non-resident tuition exemption beginning the *(insert date)* _____, semester of (year) _____. I certify that I am qualified to apply for this exemption due to the following*(check applicable item)* :

- My employment within my major department at Texas A&M University-San Antonio.
- Employment of (circle one) parent or spouse _____ by a public institution in the State of Texas. *Valid documentation of eligible employment and/or relationship will be required.*

_____ Signature of Student	_____ Date
-------------------------------	---------------

_____ Faculty Supervisor Signature	_____ Date
---------------------------------------	---------------

Student routes form to the Employing Department Chair or College Dean

To be completed by the Employing Department Chair or College

I certify that _____, whose student ID number is J/K _____ is/will be employed _____% FTE, *(insert date)* _____, in the department of _____, in the position titled _____, paid on a *(circle one)* monthly basis /hourly basis, for the following semester: Fall __ Spring __ SSI __ SSII __ The student's supervisor of record will be _____.

Employing Department Chair or College Dean

Date

Employing Department Chair or College Dean routes form to Human Resource Department

To be completed by Human Resources:

Employee's Name

Hiring Institution

Human Resource Department routes form to Graduate Studies

To be completed by Dean of Graduate Studies

Signature below indicates student is employed in an eligible position.

Signature of Dean of Graduate Studies

Date

Dean of Graduate Studies will route a copy of the completed form to The Office of the Provost
and Registrar's Office.

FORM ROUTING: Student → Department Chair/Dean → Office of Human Resources → Office of Graduate Studies → Office of the Provost → Registrar's Office
