

UNIVERSITY of HOUSTON
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES
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SECTION: Finance and Accounting
AREA: Billings and Collections

Number: 05.03.02

SUBJECT: Non-Resident Tuition Employment Waivers

I. PURPOSE AND SCOPE

This document outlines the University of Houston's policy and process that a non-resident student must follow to apply for tuition employment waivers and to gain approval for such waivers, provided the student or spouse or parent of the student is employed in certain qualifying academic positions in accordance with Texas Education Code Sections [54.211](#) and [54.212](#). To ensure compliance with the state statutes governing these waivers, the University will monitor for policy compliance and notify the appropriate departments when an employee no longer qualifies for an employment waiver.

II. POLICY STATEMENT

A. A teacher or professor at the University of Houston or another Texas institution of higher education, and their spouse and children are entitled to register as students at the University of Houston by paying the tuition and fees required for Texas residents without regard to the length of time the teacher or professor has resided in Texas, provided:

1. The teacher or professor is employed at least .50 **Full-Time Equivalent (FTE)** on a regular monthly salaried basis;
2. The teacher or professor is employed on or before the official census date of the relevant term;
3. The teacher or professor is employed through the last official class day. Exceptions to this provision may be granted with the approval and certification of the dean and the college business administrator of the employing college. The request for waiver is approved by the instructor (for a course taken by a teacher/professor) and by the Senior Vice President for Academic Affairs and Provost (if the teacher/professor desires to enroll in a degree program); and
4. Eligibility for waivers during any or all summer sessions is dependent upon employment at least .50 FTE for at least one summer session.

B. Graduate Students employed in a graduate student appointment or undergraduate students employed as an academic support assistant at the University of Houston or another institution of higher education in Texas and the spouse and children of such graduate student appointment or academic support assistant are entitled to register as students at the University of Houston by paying the tuition and fees required for Texas residents without regard to the length of time the assistant has resided in Texas, provided:

1. The student is employed at least .50 FTE;

2. The student is employed in a position with academic duties in an academic program, whether teaching or research;
 3. The student is employed in a position that relates to his or her degree program;
 - ~~4. The student is enrolled full-time on the official census date through the last official class day (subject to revision by the Coordinating Board). Exceptions to enrollment requirements may be granted with approval of the dean of the college of the student assistant's major.~~
 - ~~54.~~ The student is employed on or before the official census date of the relevant term;
 - ~~65.~~ The student is employed through the last official class day. Exceptions to this provision may be granted if all degree requirements have been completed and employment conditions, therefore, are met, with approval of the college business administrator of the college of the student assistant's major and the Dean of ~~Graduate and Professional Studies~~the Graduate School; and
 6. Eligibility for waivers during any or all summer sessions is dependent upon employment of at least .50 FTE for at least one summer session. ~~The student must be enrolled full time.~~
- C. Students who have non-resident tuition added to their accounts as a result of non-eligibility must pay non-resident tuition or they will not receive credit for the semester.

III. DEFINITIONS

- A. Academic duties: Those duties defined and certified by the academic administration of the college in which the student assistant is enrolled and approved by the Senior Vice President for Academic Affairs and Provost and ~~the Dean of Graduate and Professional Studies~~the Graduate School as directly related to the academic mission of the institution. Positions with academic duties should be documented in the Faculty Handbook. Cases where there is uncertainty with regard to waivers shall be referred to the Senior Vice President for Academic Affairs and Provost or to the Dean of ~~Graduate and Professional Studies~~the Graduate School for approval.
- B. Academic Support Assistant: Undergraduate students employed in "Academic Support Assistant" positions are eligible for the non-resident tuition waiver. Those undergraduate students employed by academic support programs whose primary duties involve either of the following:
1. Training University of Houston students enrolled in academic degree programs; or,
 2. Research activities under the direction and supervision of a faculty member.

The research performed must be in the area(s) of the academic support assistant's degree program. The dean or associate dean of the college of the student assistant's major must certify this research.

Academic support assistants qualifying for these positions may include computing students whose primary job responsibilities involve teaching University students computing-related subjects. Academic support assistants cannot be employed by

administrative units. Exceptions to this rule must be approved by the Senior Vice President for Academic Affairs and Provost.

- C. Graduate student appointments: Those graduate student positions defined in the University of Houston Job Code Master List, [Faculty Handbook](#) and the Graduate ~~and Professional Studies~~ Catalog.
- D. Official census date: Twelfth class day of the regular term; fourth class day for summer terms.
- E. Teacher or professor: Those positions with academic rank (tenured, tenure-track, and non-tenure-track) authorized in the 1000 series as "Teaching Faculty" in the University of Houston Job Code Master List and academic administrators with faculty appointments, such as deans.

IV. PROCEDURE FOR APPLICATION, APPROVAL, AND AUDIT

- A. Application for non-resident tuition employment waiver may be made for fall and spring semesters combined or separately. One separate application serves all summer terms.

When fall and spring semesters are requested combined and the applicant is not subsequently eligible for the spring semester, the college/division business administrator (for undergraduates) or the Office of the Dean of ~~Graduate and Professional Studies~~ [the Graduate School](#) (for graduate and professional students) is responsible for notifying the Bursar by memo or with a copy of the relevant form noting, "Cancel for spring."

- B. For undergraduate students: As soon as possible prior to the start of the semester, and no later than the official census date, the college business administrator will ensure that the original and one copy of the Application for Non-Resident Tuition Exemption form (http://www.uh.edu/financial/payment/forms/Employment_Waiver.pdf), properly approved, are submitted to Student ~~Business~~ [Financial](#) Services. The Bursar will bill those for whom properly executed applications are received at the Texas tuition rate.
- C. For graduate students: As soon as possible prior to the start of the semester, and no later than the official census date, the Office of the Dean of ~~Graduate and Professional Studies~~ [the Graduate School](#) will provide to the Student ~~Business~~ [Financial](#) Services with the names of the students that have been properly approved. The Bursar will bill those students who have received final approval by the Dean of ~~Graduate and Professional Studies~~ [the Graduate School](#) at the Texas tuition rate.

1. A University of Houston ID number must be provided on the application, or it will be returned to the college/division business administrator/Office of the Dean of ~~Graduate and Professional Studies~~ [the Graduate School](#).
2. The student is responsible for certifying that all criteria indicated on the application are met and that payment of the non-resident tuition will be made, or credit for the semester forfeited.
3. If the employee is employed at another state institution of higher education, written verification of employment, title and FTE must be provided on that institution's letterhead.
4. In the case of teaching, research, academic support or graduate assistants, the supervising faculty member, principal investigator, or department chair and dean or associate dean of the college of the teaching, research, academic support or

graduate assistant's major must certify by signing that the assistant meets all academic criteria provided by the policy and outlined on the appropriate form.

In the case of faculty applicants, enrollment in a degree program requires the approval of the Senior Vice President for Academic Affairs and Provost or designee. Enrollment in courses requires the approval of the instructor of the course and of the dean or associate dean of the employing college, as well as the college business administrator.

5. The college business administrator certifies that the applicant is employed in compliance with the policy in an approved position and on the payroll at least .50 FTE. If the employee is performing work at least halftime, their appointment must reflect at least .50 FTE.
6. In the case in which the student may be enrolled in one college and the student, parent or spouse employed in another, the academic information must be certified by the appropriate academic signatories in the college in which the student is enrolled, the supervisor of the employing college or division, as well as college/division business administrator of both areas. This may be a common situation and very important in the case of academic support assistants.
7. In any case where an approval signature is requested and the student/employee is found not to be eligible, "Disapproved" should be written plainly on the request, together with the signature of the administrator determining the non-eligibility.

- D. After the official census date--as soon as payroll records are current for the semester involved--and prior to the third installment billing in spring or fall, Student ~~Business~~Financial Services will audit the enrollment and billing records against employment records to verify position, FTE, and hours enrolled of each applicant. Adjustments will be made to the student's account to reflect non-resident tuition if the audit results in non-compliance.

At the time of the third installment billing, students will be billed to reflect the additional tuition, and the college administrator will be notified of any rejections for non-compliance. In the summer, charges will be posted to the student's account as soon as the waiver is denied and the charges calculated.

- E. On or about the last class day, Student ~~Business~~Financial Services will again audit the employment and qualifications of students and make final adjustments to the student's account, if needed.

Any student completing degree requirements and departing before the end of the semester with the approval of the appropriate faculty member must initiate a request to maintain the waiver using the General Petition form available online at <http://www.uh.edu/academics/forms/fall-2012-general-petition> (for undergraduates) or <http://www.uh.edu/graduate-school/forms/gpsp.pdf> (for graduate/professional students); obtain the approval of the chairperson, dean or associate dean, and college administrator of the college in which the student is enrolled.--For graduate/professional students, the General Petition form must also be submitted to the Dean of ~~Graduate and Professional Studies~~the Graduate School for final approval. Upon such approval, the appropriate copy will be forwarded to Student ~~Business~~Financial Services.

~~Likewise, to avoid being charged non-resident tuition, any student whose enrollment drops below the full-time requirement must submit a request to maintain the waiver using the General petition form approved by the chairperson, dean or associate dean and~~

~~college administrator. The Dean of Graduate and Professional Studies must also approve these petitions for graduate/professional students. The student and the college administrator will be notified of any final rejections and non-compliance. It is the responsibility of the college administrator to notify appropriate officials within the college.~~

- F. Students who have non-resident tuition added to their accounts as a result of non-eligibility must pay non-resident tuition within the time period allowed or they will not receive credit for the semester.

V. REVIEW AND RESPONSIBILITY

Responsible Party: Vice Provost and Dean of the Graduate and Professional Studies School
Associate Vice President for Finance

Review: Every three years, or upon statutory change

VI. APPROVAL

John Antel
Senior Vice President for Academic Affairs and Provost

Carl P. Carlucci
~~Executive Senior~~ Vice President for Administration and Finance

Renu Khator
President

Date of President's Approval: June 9, 2009

VII. REFERENCES

Texas Education Code [Section 54.211: Faculty and Dependents](#)
Texas Education Code [Section 54.212: Teaching or Research Assistant](#)
State of Texas Attorney General's [Opinion No. JM-370](#), dated October 25, 1985; Interpretation of "teaching assistant" and "research assistant" in [Section 54.212](#) of the Texas Education Code
Texas Higher Education Coordinating Board (Summer 1991) [Rules – Determining Residence Status](#)
University of Houston [Faculty Handbook](#)
~~Graduate and Professional Studies Catalog~~
[Application for Non-Resident Tuition Exemption](#)
[General Petition \(Undergraduate\)](#)
[General Petition \(Graduate and Professional Students\)](#)
~~Graduate Student Assistantship Employment Agreement~~

REVISION LOG

<u>Revision Number</u>	<u>Approved Date</u>	<u>Description of Changes</u>
<u>1</u>	<u>01/21/1994</u>	<u>Initial edition (Originally a policy and a procedure)</u>
<u>2</u>	<u>02/27/2004</u>	<u>Combined policy and procedure into one document. Applied revised MAPP template to meet current documentation standards</u>
<u>3</u>	<u>11/30/2005</u>	<u>Applied revised MAPP template to meet current documentation standards. Updated Section I to include information about compliance. Added spouse and children throughout text. Section II.A.3 combined text with Section II.A.4. Approval of the Dean of Graduate and Professional Studies added throughout text at decision criteria. Added Section IV.B on undergraduate students, and Section IV.C for graduate students with additional applicable information. Removed Assistant Vice President for Human Resources from Section V. Replaced Addendum A with current form. Added Addendum C, Graduate Student Assistantship Agreement</u>
<u>4</u>	<u>06/09/2009</u>	<u>Moved information of Section III.B, Academic Support Assistant and Section III.C, Graduate Student Appointments. Removed Job Code 0160 from Section III.E. Added link to Application for Non-Resident Tuition Exemption form in Section IV.B. Removed extra certifications from Section IV.C.4. Added General Petition Form link to Section IV.E. Removed Senior Vice President for Academic Affairs and Provost as responsible party in Section V. Added Executive Vice President for Administration and Finance to approval cycle. Added links to Section VII, along with Application for Non-Resident Tuition Exemption, General Petition, and Graduate Student Assistantship Employment Agreement to Section VII. Removed Index Terms and Addendums A, B, and C</u>
<u>5</u>	<u>TBD</u>	<u>Applied revised MAPP template and added new Revision Log. Removed Section II.B.4 on enrollment through the last class day, and removed full-time status on summer enrollment in Section II.B.6. Updated references to the Dean of the Graduate School, the Graduate Catalog, and Student Business Services throughout text. Updated links throughout text. Added Graduate and Professional Students General Petition to Section IV.E. Removed information in Section IV.E on dropping enrollment numbers and responsibility for reporting. Removed Graduate Student Assistantship Employment Agreement and added General Petition for Graduate and Professional Students to Section VII, References</u>