

U N I V E R S I T Y *O F* H O U S T O N

Application for Non-Resident Tuition Waiver

A non-resident teacher, professor, or teaching/research assistant of a Texas institution of higher education and the spouse and children of the teacher, professor, teaching/research assistant are entitled to resident tuition and fees (Texas Education Code 54.063 and 54.059) if the academic employee is:

- Employed on or before the official census day for the semester through the last official day; with at least 50 percent FTE.
- Employed in a position with academic duties in academic programs; teaching or research ;* and for *teaching or research assistants*;
- Enrolled fulltime, or equivalency (institutional requirement teaching/research assistant and doctoral students) through the last official class day;

Form has to be submitted to Student Financial Services by the census day (Fall and Spring (12th class day) and summer term the (4th class day)).

Request for waiver as: Faculty Graduate Student Appointment Undergraduate ASA

Waiver for: Self Spouse Child

Semester: Fall Spring Summer

Year: _____ Email: _____ Phone: _____

Student _____
Last Name First MI ID # Degree Program

Employee _____
Last Name First MI ID# Degree Program

Employing Department and (if not UH) Institution**: _____

Certification of Employee:

I certify that the above information is correct. _____
Employee Signature Date

Certification of Student:

I certify that I meet all the requirements for resident tuition based on employment as outlined above and further explained in MAPP 5.03.02. I understand that if the employment status changes to make me ineligible for the exemption, I will pay the required non-resident tuition by the required deadline on the billing notification. Non-payment will result in cancellation of my registration and /or loss of credit for the semester.

Student Signature Date

Authorizing Certification:

I certify that the employee named above has been offered employment with academic duties in an academic program for the semester indicated and meets all other requirements indicated above for resident tuition. (All approvals are requires for TAs, RAs, and Teachers pr professors must have approval of the instructor of the course, of the associate dean and the college administrator in which employed, and – if teacher pr professor is enrolling in a degree program – of the Senior Vice President for Academic Affairs and Provost.)

Signature of Academic Supervisor/P.I. /Dept. Chair Academic Dean or Designate Academic College/Dept. Enrolled Date

Signature of Employing Supervisor/P.I. Employing Unit Date

Signature(s) of College Administrator(s) Colleges(s) Date

Senior Vice President of Academic Affairs and Provost (This line is used for faculty enrolled in a degree program.) Date

*Eligible Titles: Teaching Assistant, Teaching Fellow, Instructional Assistant, Research Assistant, Graduate Assistant, Graduate Asst. non-exempt, Academic Support Assistant, Faculty and authorized Teaching Faculty titles.

** Teachers and professors and dependents from other State of Texas higher education institutions may be eligible.

*** A separate waiver must be submitted for summer. Student qualifies for a waiver for both summers if he/she is employed in one of the summer sessions. Six hours are required for the summer.