



Application for Non-Resident Tuition Waiver Graduate Student Assistantships

A non-resident teaching/research assistant of a State of Texas institution of higher education may be entitled to resident tuition and fees in accordance with Texas Education Code, Sec. 54.212. For details regarding requirements for this waiver, please visit [MAPP 11.03.03](#).

Sec. 54.212. TEACHING OR RESEARCH ASSISTANT. 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 Section [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-half time in a teaching or research assistant position which relates to the assistant's degree program under rules and regulations established by the employer institution.

Academic Advisors must submit approved forms to the Graduate School by the 10th class day for the Fall and Spring terms or by the 2nd class day of session 1 for the Summer term at the TA/RA Employment Waiver SharePoint.

| | | | | |
|--|---------------------|-------------------|------------------|--------------|
| A. Student | | | | |
| myUH ID: | Last Name: | First Name: | | |
| Term: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer* | Year: 20____ | **Hours Enrolled: | Graduation Term: | Degree Plan: |
| <p>I understand that I meet all requirements for resident tuition based on my employment as outlined in Texas Education Code, Sec. 54.212 and further explained in MAPP 11.03.03. I understand that if my employment status changes making me ineligible for the exemption, I will pay the required non-resident tuition by the deadline as posted on my account. Non-payment will result in cancellation of my registration and/or loss of credit for the term.</p> | | | | |
| _____ Signature | _____ Print Name | _____ Date | | |

| | | | | |
|---|--|---------------|---|---|
| B. Employing Department | | | | |
| Employing Department Name: | Job Title: <input type="checkbox"/> TA <input type="checkbox"/> TF <input type="checkbox"/> RA-TE <input type="checkbox"/> RA <input type="checkbox"/> IA | FTE: | ePAR: <input type="checkbox"/> Approved <input type="checkbox"/> Pending | Employed before or on ORD: <input type="checkbox"/> Yes <input type="checkbox"/> No*** |
| Job Duties: | | | | |
| <p>College Business Administrator Certification: I certify that the student named above has been offered employment in the qualified position above and is assigned the job duties provided for the term(s) indicated.</p> | | | | |
| _____ Signature | _____ Print Name | _____ Date | | |

| | | |
|--|---------------------|---------------|
| C. Academic Department | | |
| Department Name: | Department Code: | |
| Academic Faculty Advisor Certification: I certify that the duties listed in section B (or attached) relates to the student's degree program for the term(s) indicated. | | |
| _____ Signature | _____ Print Name | _____ Date |
| Academic Department Chair Certification: I certify that the duties listed in section B (or attached) relates to the student's degree program for the term(s) indicated. | | |
| _____ Signature | _____ Print Name | _____ Date |

| | | |
|---|---------------------|---------------|
| D. Graduate School | | |
| <input type="checkbox"/> Approved <input type="checkbox"/> Denied - Reason: _____ | | |
| _____ Signature | _____ Print Name | _____ Date |

A separate waiver form must be submitted for every term.

*Student qualifies for a waiver for summer if the student is employed by the 4th day of class through the last day of class of session 1.

**If a student is enrolled less than full-time, a Graduate & Professional Student Petition must submitted to be keep employment in an assistantship position and be eligible for a Non-Resident Tuition Waiver.

In accordance with the Graduate Catalog Conditions of Service #2 for Graduate Student Assistantships: "Graduate student assistants must maintain a full-time course load throughout the term. The minimum full-time course load per semester is nine credit hours for master's students and nine credit hours for doctoral students."

***Per MAPP 11.03.03, if the student is not employed in the system before or on ORD, then they are not eligible for the TA/RA Employment Waiver.