

UNIVERSITY of HOUSTON
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Funding and Budgets
AREA: Tuition and Fees

Number: 11.03.03

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. Graduate Students employed in graduate student appointments at the University of Houston or another institution of higher education in Texas, and their spouse and children are entitled to the tuition and fees set for Texas residents without regard to the length of time the student has resided in Texas, provided:

1. The student is employed at least .50 Full-Time Equivalent (FTE);
2. The student is employed in one of the following graduate student job titles: Research Assistant – Tuition Eligible (RA/TE), Research Assistant (RA), Teaching Assistant (TA), Teaching Fellow (TF), Instructional Assistant (IA);
3. The student is employed in a position that relates to their degree program;
4. The student is employed on or before the official regular session census date of the respective fall, spring, or summer term;
5. The student is employed through the last official class day of the regular session for the respective term. Exceptions to this provision may be granted through the [General Petition form for graduate/professional students](#) if all degree requirements have been completed and employment conditions are met.
6. The student must be enrolled at the University of Houston as specified below:
 - a. For Fall and Spring Terms, a minimum enrollment of 9 SCH is required. If the student is in their graduating semester and has filed an application to graduate, a minimum enrollment of 3 SCH is required. At the discretion of the Graduate School, an extension may be granted to allow enrollment in subsequent Fall and Spring Terms at less than 9 SCH, as specified in subsection “c” below, so long as an application to graduate is on file for the adjusted graduating semester.
 - b. For Summer Terms, a minimum enrollment of 3 SCH is required.
 - c. Any other exceptions to enrollment must be documented with a Graduate Petition and approved by the Graduate School.

B. Undergraduate students employed in qualified undergraduate academic support assistant appointments at the University of Houston or another institution of higher education in Texas,

and their spouse and children are entitled to the tuition and fees set for Texas residents without regard to the length of time the student has resided in Texas, provided:

1. The student is employed at least .50 FTE;
 2. The student is employed by academic support programs in the following job title: Undergraduate Academic Support Assistant (ASA);
 3. The student is employed in a position that directly relates to their degree program;
 4. The student is employed on or before the official census date of the respective fall, spring, or summer term;
 5. The student is employed through the last official class day of the term. Exceptions to this provision may be granted through the [General Petition form for undergraduates](#) if all degree requirements have been completed and employment conditions are met.
 6. The student must be enrolled full-time at the University of Houston.
- C. A teacher or professor at the University of Houston or another Texas institution of higher education, and their spouse and children are entitled to the tuition and fees set 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 FTE on a regular monthly salaried basis;
 2. The teacher or professor is employed on or before the official census date of the respective fall, spring, or summer term;
 3. The teacher or professor is employed through the last official class day of the respective term. Exceptions to this provision may be granted with the approval and certification of the college business administrator of the employing college and the Associate Provost for Faculty Development and Faculty Affairs.
- D. 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 term.

III. DEFINITIONS

- A. Academic support assistant: Those undergraduate student positions employed by academic support programs whose primary duties involve either of the following:
1. Training or tutoring University of Houston students enrolled in academic degree programs; or,
 2. Research activities under the direction and supervision of a faculty member.
- For example, academic support assistants qualifying for these positions may include computer science majors working in Information Technology, whose primary job responsibilities involve deploying their knowledge of computer science.
- B. College business administrator: Refers to the chief business officer in each college. Actual titles may include College Business Administrator, Director, College/Division Business Operations, and Executive Director, College/Division Business Operations.
- C. Dependent: Spouse or child of a teacher, professor, or student entitled to the benefit of the

waiver established by Texas Education Code, Sections 54.211 and 54.212.

- D. Graduate student appointments: Those graduate student positions defined in the University of Houston Job Code Master List and the [Graduate Catalog](#).
- E. Official census date: Twelfth class day of the regular session; fourth class day of session 1 for the summer term.
- F. 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.
- G. Term and Sessions: Length of study for courses offered will vary depending on the session in which the course is scheduled. Refer to the Academic Calendar for specific beginning and end dates per session.

IV. PROCEDURE FOR APPLICATION, APPROVAL, AND AUDIT

- A. For Faculty and their Dependents: As soon as possible, prior to the start of the term, and no later than the official census date, the [Application for Non-Resident Tuition Waiver Faculty or Application for Non-Resident Tuition Waiver Dependent](#) form must be completed and certified by the appropriate signatory of the employing unit (college business administrator), and by the appropriate signatory of Faculty Development and Faculty Affairs (Associate Provost) for faculty submissions. Completed forms will be submitted to Student Business Services for certification and signature that eligibility requirements have been met. Student Business Services will bill approved students at the Texas resident tuition rate.
 - 1. A University of Houston ID number must be provided on the application, or it will be returned to the college business administrator.
 - 2. Application for non-resident tuition waiver must be submitted for each term respectively.
 - 3. Fully executed forms will be maintained by Student Business Services in accordance with its [Records Retention Schedule](#).
- B. For Undergraduate Students and their Dependents: As soon as possible prior to the start of the term, and no later than the official census date, the [Application for Non-Resident Tuition Waiver Undergraduate or Application for Non-Resident Tuition Waiver Dependent](#) form must be completed and certified by the appropriate signatory of the employing unit (college business administrator). The Undergraduate Waiver form must also be certified by the appropriate academic signatories in the college in which the student is enrolled (faculty advisor and department chair). Completed forms will be submitted to Student Business Services for certification and signature that eligibility requirements have been met. Student Business Services will bill approved students at the Texas resident tuition rate.
 - 1. A University of Houston ID number must be provided on the application, or it will be returned to the college business administrator.
 - 2. Application for non-resident tuition waiver must be submitted for each term respectively.
 - 3. Fully executed forms will be maintained by Student Business Services in accordance with its [Records Retention Schedule](#).

If the applicant becomes ineligible prior to the last day of the term, the college business administrator is responsible for notifying the Bursar by memo or with a copy of the relevant

form noting, "Cancel for term."

- C. For Graduate Students employed within the academic unit that houses the respective academic program: As soon as possible, prior to the start of the term, and no later than the official census date, the college will prepare a spreadsheet on the [TA_RA Employment Waiver Spreadsheet Template](#) of all persons for which a waiver is being requested. The spreadsheet will be approved by signature of the respective faculty advisor, department chair, and college business administrator on the [TA_RA Employment Waiver Memo](#). Completed spreadsheets and memos will be uploaded to the Graduate School [TA_RA Employment Waiver SharePoint](#) for certification that eligibility requirements have been met. Approved waiver requests will be displayed in the Student Business Services (SBS) view of the SharePoint. Student Business Services will bill approved students at the Texas resident tuition rate.
1. The Graduate School will send an e-mail communication to all TA/RA waiver recipients stating the requirements that must be met in order to receive this waiver.
 2. Fully executed spreadsheets and memos will be maintained by the Graduate School and Student Business Services in accordance with their [Records Retention Schedule](#).

- D. For Graduate Student Dependents and for Graduate Students enrolled in an academic program residing outside of the student's employing unit: As soon as possible, prior to the start of the term, and no later than the the official census date, the [Application for Non-Resident Tuition Waiver Graduate](#) or [Application for Non-Resident Tuition Waiver Dependent](#) form must be completed and certified by the appropriate signatory of the employing unit (college business administrator). The Graduate Waiver form must also be certified by the appropriate academic signatories in the college in which the graduate student is enrolled (faculty advisor and department chair).

Note: A student employed in a center is considered to be employed outside of their academic unit and is required to complete this form as well.

Completed forms will be uploaded to the Graduate School [TA_RA Employment Waiver SharePoint](#) for certification that eligibility requirements have been met. Approved waivers will be sent to Student Business Services (SBS). Student Business Services will bill approved students at the Texas resident tuition rate.

1. The Graduate School will send an e-mail communication to all TA/RA waiver recipients stating the requirements that must be met in order to receive this waiver.
 2. Fully executed forms will be maintained by the Graduate School and Student Business Services in accordance with their [Records Retention Schedule](#).
- E. If the student is employed at another state institution of higher education, written verification of employment, title and FTE must be provided on that institution's letterhead.
- F. For Faculty, Undergraduate Students, and their Dependents: After the official census date -- as soon as payroll records are current for the term involved -- and prior to the third installment billing in spring or fall, Student Business Services will audit the enrollment and billing records against employment records to verify position, FTE, and hours enrolled of each applicant or their sponsor. 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/department business 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.
- G. For Faculty, Undergraduate Students, and their Dependents: On or about the last class day, Student Business Services will again audit the employment and qualifications of students or

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 [Rules – Determining Residence Status](#)

[Records Retention Schedule](#) [Graduate Catalog](#)

[IRIS](#)

[Application for Graduate Non-Resident Tuition Waiver](#) [Application for Undergraduate Non-Resident Tuition Waiver](#) [Application for Faculty Non-Resident Tuition Waiver](#) [Application for Dependents Non-Resident Tuition Waiver](#) [General Petition \(Undergraduate\)](#)

[General Petition \(Graduate and Professional Studies\)](#)

[TA RA Employment Waiver Memo](#)

[TA RA Employment Waiver Spreadsheet Template](#)

[TA RA Employment Waiver SharePoint](#)