

OUT-OF-STATE TUITION WAIVER REQUEST

In accordance with Texas Education Code § 54.211 and 51.212 INSTRUCTIONS:

Applicants:

- Review form and fill out all applicable blanks
- Electronically sign the form by clicking on the "Applicant's Signature" blank
- Save the form and email it to your Division/Department Chair or Supervisor for approval *Upon approval, your department will forward to the Human Resources Office

Division/Department Chair or Supervisor:

- Confirm student will be employed in a Salaried Graduate Position
- Confirm student will be employed at least 20 hours a week (50% FTE)
- Confirm student will be employed by the semester's 12th class day
- Confirm employment is setup for the entire semester
- Confirm student is employed in field related to the student's major (a written explanation could be required from the Department if needed)
- Verify all information on the form
- Electronically sign the form by clicking on the "Division/Department Chair or Supervisor" blank
- Save the form and email it to the Human Resources Office at hrgradhire@shsu.edu for final signature

The Human Resources Office will review the Tuition Waiver and forward to the Student Accounts Office for application to the student's fee statement.

Please contact the Human Resources Office at <u>hrgradhire@shsu.edu</u> with any questions.

John W. Thomason Building, Suite 202 - Box 2356 - Huntsville, TX. 77341-2356 - 936.294.1070 - Fax 936.294.3611

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM"

H	SAM HOUSTON STATE UNIVERSITY
	OUT-OF-STATE TUITION WAIVER REQUEST

l,	f abild a second		n that I qualify for a tuition w	vaiver for
myself or for my spouse o	f child named	, beca	ause:	
hours per week) on a	professor, or the spouse or regular salary basis at any on or prior to the official cer	Texas public institu	ition of higher education ar	
half time (twenty hou effective date of emp the waiver because m must be employed on	sistant or research assistant, urs per week) in an academi loyment is on or prior to the ly spouse or parent is a teac e-half time in an academic po gher education and their effe erm(s).	ic position relating e official census da hing or research a psition relating to t	to my academic degree pr te of the relevant term(s). I ssistant, I understand my sp neir academic degree progra	rogram and my If I am claiming bouse or parent am at any Texas
READ CAREFULLY : For teachir	ng assistants or research ass	sistants (line (b) ab	ove), this tuition waiver ag	reement is null
and void IF HOURS USED TO I				
WHERE APPLICANT (or if app EMPLOYED BY NONACADEMIC				ERPRISES OR IS
EMPLOTED BY NONACADEMIC	ACTIVITIES AT ANT TEXAS FO	JELC INSTITUTION	OF HIGHER EDUCATION.	
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Applicant's Signature	Da	te	Job Title/Dutie	25
Applicant's Sam ID	-		Major/Minor	r
	Academic Division/D	epartment Certif	ication	
	(applicant or applicant'	's parent or spouse) will be employed in the	
	academic division/der	oartment l	nours per week during the	
semester/year (i.e., Fall 2025).				
This applicant is hereby certifie	ed to be eligible for the tuitio	n waiver by virtue	of meeting the above require	ements.
Division/Department Chair or Supervisor	Date		sources Graduate Review	Date
Sa	am Houston State University is an Equal	Opportunity/Affirmative	Action Institution.	
John W. Thomason Building, Suit	e 202 - Box 2356 - Huntsville	, TX. 77341-2356 -	936.294.1070 - Fax 936.294.30	611

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