

### SAM HOUSTON STATE UNIVERSITY

### **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 <a href="https://hrsquare.ncbi.nlm.nih.gov/">https://hrsquare.ncbi.nlm.nih.gov/</a> 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 <a href="https://nradhire@shsu.edu">hrgradhire@shsu.edu</a> with any questions.



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l,		firm that I qualify for a tuition waiver for	
myself or for my spouse of	child named, bo	ecause:	
(a) I am a teacher or professor, or the spouse or child thereof, who is employed at least one-half time (twenty hours per week) on a regular salary basis at any Texas public institution of higher education and my effective date of employment is on or prior to the official census date of the relevant term(s), <i>or</i>			
half time (twenty hours effective date of emplo the waiver because my must be employed one-	stant or research assistant, or the spouse of per week) in an academic position relation yment is on or prior to the official census spouse or parent is a teaching or research half time in an academic position relating to the education and their effective date of erm(s).	ing to my academic degree program and date of the relevant term(s). If I am clan assistant, I understand my spouse or potheir academic degree program at any	id my iming arent Texas
READ CAREFULLY: For teaching assistants or research assistants (line (b) above), this tuition waiver agreement is null and void IF HOURS USED TO ESTABLISH THE HALF-TIME LOAD OF TWENTY HOURS INCLUDE REPORTED HOURS FROM WHERE APPLICANT (or if applicable, applicant's spouse or parent) IS EMPLOYED IN AUXILIARY ENTERPRISES OR IS EMPLOYED BY NONACADEMIC ACTIVITIES AT ANY TEXAS PUBLIC INSTITUTION OF HIGHER EDUCATION.  If I checked line (b) about, I UNDERSTAND AND I (or if applicable, my spouse or parent) MUST WORK AN AVERAGE OF TWENTY HOURS PER WEEK PER SEMESTER AT ANY TEXAS PUBLIC INSTITUTION OF HIGHER EDUCATION. THESE HOURS, as well as the position's academic duty relationship, ARE SUBJECT TO AUDIT AND VERIFICATION AT ANY TIME. I UNDERSTAND IF THIS HALF-TIME STATUS AND ACADEMIC RELATIONSHIP IS NOT ACHIEVED THAT I WILL BE LIABLE FOR THE FULL AMOUNT OF NONRESIDENT TUITION AND FEES. I FURTHER UNDERSTAND THIS AGREEMENT MUST BE			
RENEWED EACH SEMESTER.			
Applicant's Signature	Date	Job Title/Duties	
Applicant's Sam ID		Major/Minor	
Academic Division/Department Certification			
(applicant or applicant's parent or spouse) will be employed in the			
	academic division/department	• •	
semester/year (i.e., Fall 2025).	academic division/department	_ nours per week during the	
This applicant is hereby certified	to be eligible for the tuition waiver by virtu	ue of meeting the above requirements.	
Division/Department Chair or Supervisor	Date Human  Houston State University is an Equal Opportunity/Affirmat	Resources Graduate Date Review	

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