

Employed by a Texas Institution of Higher Education

Note: The employing department should submit this form directly to the Student Business Services Office on behalf of the student, either in person to JCK 188 or by email to tuiassist@txstate.edu.

Semester _____ Fall _____ Year _____
 _____ Spring _____
 _____ Summer _____

Employee's Name _____ Student ID # _____

Job Title _____ Job Code number _____

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CERTIFICATION OF EMPLOYING DEPARTMENT: I certify that the above named person is or will be employed by my department for the semester indicated above in a qualifying position as listed overleaf and meets all of the following requirements:

- (1) is in a teaching or research position,
- (2) is employed at least one-half time (20 hours per week), [on a regular monthly salary basis]
- (3) has a beginning employment date on or before the 12th class day (4th class day for a summer term) and an ending employment date no earlier than the last official class day, and

I agree to notify the Student Business Services Office immediately should any of the employment conditions change for this employee.

Signature of Dept Head_____ Phone/Email_____

Employing Dept_____ Date_____

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 CERTIFICATION OF EMPLOYEE: I certify that I am now or will be employed by _____ in a
 qualifying position (*by a Texas Institution of Higher Education*) as listed overleaf. I understand and meet the
 employment requirements as outlined in the certification of employing department above. I agree to notify the
 Student Business Services Office immediately should any of my employment conditions change.

Furthermore, I understand that the employment status on which this request is based is subject to audit. If it should be determined that the employment is not the type for which an exemption should have been granted, I will pay the required non-resident tuition immediately.

Signature of Employee _____ Date _____

If this exemption from non-resident tuition is requested for the spouse or child of the employee, list that person's name and Texas State ID number below.

Name of Spouse or Child _____ Student ID # _____

NOTE:

To receive credit for the exemption, this form MUST be returned to the Student Business Services Office, JCK 188, *not later than* the 12th class day of the Fall/Spring semesters or the 4th class day of the Summer semesters. This form can also be scanned and emailed to tuiassist@txstate.edu.

*******Forms received after the 12th or 4th class day deadlines WILL NOT be honored.*******

REQUEST FOR EXEMPTION FROM NON-RESIDENT TUITION
FOR TEACHERS AND PROFESSORS
Employed by a Texas Institution of Higher Education

Teachers or Professors employed in the following job titles (and their spouses and children) are eligible to qualify for an exemption from non-resident tuition.

Lecturer #0104
Visiting Lecturer #0106
Instructor #0111
Visiting Instructor #0114
Assistant Professor #0141
Visiting Asst Professor #0143
Associate Professor #0161
Professor #0162
Visiting Associate Professor #0163
Visiting Professor #0164
Chair, Asst Professor #0181
Chair, Professor #0191
Chair, Associate Professor #0181
Faculty Development Leave #0199
Program Faculty #0193