

REQUEST FOR TUITION & FEE EXEMPTION
FOR MANDATORY GRADUATE/TEACHING ASSISTANTSHIP COURSE

Note: The employing department should submit this form directly to the
Student Business Services Office on behalf of the student.

Semester _____

Employee's Name _____ Student ID # _____

Course _____

Job Title _____ Job Code number _____

Qualifying Positions:

- Doctoral Teaching Assistant #9100
- Doctoral Instructional Assistant #9101
- Graduate Teaching Assistant #9000
- Graduate Instructional Assistant #9001

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

- (1) is in a teaching or instructional assistant position,
- (2) 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
- (3) is in a position that relates to his/her degree program.

I agree to notify the Student Business Services Office immediately should the employment and/or course enrollment status change for this employee.

Signature of Dept Head _____ Phone/Email 5-2178 JT33 _____

Employing Dept BIOLOGY Date _____

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CERTIFICATION OF STUDENT EMPLOYEE: I certify that I am now or will be employed by Texas State University in a qualifying position; and I am now or will be enrolled in the course as listed above. I understand and meet the employment and course enrollment requirements as outlined in the certification of the employing department above. I agree to notify the Student Business Services Office immediately should my employment and/or course enrollment status change.

Furthermore, I understand that the employment and course enrollment status on which this request is based is subject to audit. If it should be determined that the employment and/or course enrollment is not the type for which this exemption should have been granted, I will pay the required tuition and fees immediately. Non-payment may result in an accounting hold on my account and/or cancellation of my registration.

Signature of Student Employee _____ Date _____

NOTE:

To receive this exemption this form must be submitted no later than the 12th class day of the semester indicated above.

Return the completed form to the Texas State University-San Marcos Student Business Services Office, 601 University Dr., JCK 188, San Marcos, TX 78666.