

**Research/Teaching Assistant Waiver Form
For Student Employed with
Texas A&M University – Corpus Christi**

(To qualify for the Resident Tuition rate under Education Code, Title 3)

I. CERTIFICATION OF EMPLOYMENT AS A TEACHING/RESEARCH ASSISTANT

First	Middle	Last	Student ID Number
Is:			

Employed by _____

Employee's Title	Hours/Week
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College/Department	Date of Employment
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Term Applied for (please choose only one):

Fall Term Spring Term Summer I Summer II

II. ADDITIONAL CERTIFICATION FOR TEACHING/RESEARCH ASSISTANTS.

This is to certify that the work to be performed by the employee named in Section I above relates to his or her degree program as follows: (Explain briefly).

College/Department: _____

Dean or Chair Signature	Date
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III. STATEMENT BY STUDENT.

I understand that if, upon audit, I am found not qualified for resident tuition, I will be charged non-resident tuition and I agree to pay, upon demand, any additional tuition and fees which may be charged. I also understand that failure to pay may result in additional collection costs. I have read the instructions on Page 2 and am aware that this approval process needs to be completed for each semester that this waiver is requested.

Student's Signature	Date
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IV. GRADUATE STUDIES OFFICE APPROVAL.

- Received appropriate documentation for approval.
- Denied

Signature	Date
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Note: EMPLOYMENT MUST BE EFFECTIVE ON OR BEFORE THE 12TH CLASS DAY OF A REGULAR SEMESTER OR THE 4TH CLASS DAY OF A SUMMER TERM. REQUEST FOR THIS EXEMPTION MUST BE COMPLETED EVERY SEMESTER. PLEASE SUBMIT FORMS BEFORE THE 12TH CLASS DAY (4TH FOR SUMMER).

Procedures

1. Section I is filled out by student with information that is included in the documentation that is provided to the Graduate Office. A letter from the employer may be turned in with the documentation.
 2. Section II must be completed by the college dean or chair in the student's major area.
 3. Section III is completed by the student and submitted to Graduate Studies & Research in NRC 2801 with attention to Kristen McCarty Gardiner. Completed, routed, and approved payroll documents will be used to certify that the student meets all the requirements for the Research/Teaching Assistantship Waiver, including the employees title, percentage of effort, hours per week, employing department, employment date and any other information that would help in the certification process for approval.
 4. Review of this form generally requires 5-7 business days. Additional time may be required if above information cannot be verified. The request will either be approved or denied.
 5. Approved waivers will generally be posted on the latest date of the following: 7-10 days before classes begin (for long semester; 3-5 days for summer), 5-7 Business Days after verification is obtained, OR 3 Business Days after student registration.
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Appeals

If a student wishes to appeal a denied certification for qualification for the waiver, he/she should submit an appeal in writing to the Graduate Studies & Research. Appeals will be reviewed by Human Resources Director and Asst. VP of Finance & Comptroller.
