

UTSA Financial Affairs

Non-Resident Tuition Waiver Request Form

To be completed by hiring department for out of state residents.

Job Title:	Graduate Research Assistant	Teaching Assistant	Assistant Instructor
Last Name:	First Name:	Middle Initial:	
Student ID:	Employee ID:	Voucher ID:	
College:	Department:		
Appointment Start Date:	Appointment End Date:		
Semester/Term Enrolled:	# of SCH Enrolled:		

To be completed by hiring supervisor (faculty) and/or academic advisor (if not hired by student's academic department/college)
Please Address the Following (Attach Additional Sheets if Necessary): How will the job duties assigned relate to the student's degree program?
Employer Certification: Texas Education Code §54.212 teaching assistant or research assistant of any institution of higher education and the spouse and children of such a teaching assistant or research assistant are entitled to register in a State institution of higher education by paying the tuition fees and other fees or charges required for Texas residents under Section 54.051 of this code, without regard to the length of time the assistant has resided in Texas, if the assistant is employed at least one-half time in a teaching or research assistant position which relates to the assistant's degree program under rules and regulations established by the employer institution.
Appointment is at least 50% time? Yes No and Appointment relates to degree? Yes No
By signing this form, I certify that the student/person listed above met the requirements for the non-resident tuition waiver listed above.

Responsible Parties	Signature	Date
Hiring Supervisor Name:		

Submission Instructions: Once approvals and signatures are obtained scan completed forms to financial.Services@utsa.edu no later than the Census date of semester/term requested.