



College of _____ Department _____

TA/RA Employment Waiver Memo

A non-resident teaching/research assistant of a State of Texas institution of higher education may be entitled to resident tuition and fees in accordance with Texas Education Code Sec. 54.212. For details regarding requirements for this waiver, please visit [MAPP 1 1.03.03](#).

Sec. 54.212. TEACHING OR RESEARCH ASSISTANT. A 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.

Instructions: This memo is only to be used for students that are employed in their home department and the position directly relates to their degree program. If a student does not meet this criterion, the student must complete the Application for Non-Resident Tuition Waiver form. Academic Advisors must submit approved forms to the Graduate School by the 10th class day for the Fall and Spring terms or by the 2nd class day of session 1 for the Summer term at the TA_RA Employment Waiver SharePoint.

Authorizing Officials

I certify that the following students meet the minimum criteria as articulated in 54.212 as noted above. These students are therefore eligible for a graduate student non-resident tuition waiver. I certify that any change in employment and enrollment will be communicated to the Graduate School. The Graduate School will be responsible for alerting the Bursar's Office. The Graduate School will retain all relevant documentation for a minimum period of 5 years.

_____/_____/_____
Faculty Advisor/ Program Director Signature Print Name Date

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_____/_____/_____
Academic Department Chair Signature Print Name Date

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_____/_____/_____
DBA/CBA Signature Print Name Date

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_____/_____/_____
Graduate School Print Name Date



Attach a PDF list of all the students receiving the TA_RA waiver to this memo.

*Student qualifies for a waiver for summer if the student is employed by the 4th day of class through the last day of class of session 1.

**If a student is enrolled less than full-time, a Graduate & Professional Student Petition must be submitted to be kept employment in an assistantship position and be eligible for a Non-Resident Tuition Waiver.

In accordance with the Graduate Catalog Conditions of Service #2 for Graduate Student Assistantships:
"Graduate student assistants must maintain a full-time course load throughout the term. The minimum full-time course load per semester is nine credit hours for master's students and nine credit hours for doctoral students."

***Per MAPP 11.03.03, if the student is not employed in the system before or on ORD, then they are not eligible for the TA/RA Employment Waiver.