



# Research Assistant/Teaching Assistant Waiver Request

*This form is effective as of Summer 2023. Older versions of this form will not be processed.  
This form is not valid for in-state residents.*

**Printed Name:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Term (circle one):** FALL SPRING SUMMER **Year:** \_\_\_\_\_

## Purpose:

Each student seeking to receive a waiver of out-of-state tuition through the Research Assistant or Teaching Assistant Waiver (Texas Education Code, 54.212) must complete and submit this application each semester by the university's census date to verify eligibility as indicated by state code. The hiring department supervisor must also provide a signed statement of the student's job description. *The signed statement of the student's job description must be submitted along with this application.*

## Eligibility:

To be eligible to receive this waiver a student must:

- Hold the position title of research assistant or teaching assistant only (Graduate Assistants are not eligible for the Research Assistant/Teaching Assistant Waiver)
- Be appointed to work in the position for 20 hours per week
- Hold a position that relates specifically to the student's degree program
- Maintain a grade point average that satisfies the institution's grade point average requirement for making satisfactory academic progress toward a degree in accordance with the institution's policy regarding eligibility for financial aid (cumulative 2.0 for UGRD, 3.0 for GRAD)

## Signatures:

1) **Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

2) **College Advisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Major: \_\_\_\_\_

3) **Hiring Department Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Student Position Title: \_\_\_\_\_

Job Description: \_\_\_\_\_

A signed copy of the job description is attached:  Yes  No

Hours Appointed Per Week: \_\_\_\_\_ Appointment Dates: \_\_\_\_\_ to \_\_\_\_\_

4) **Human Resources Department:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Return this form and attached job description to the One-Stop (STE 230) by the university census date.

Email: [enroll@uttyler.edu](mailto:enroll@uttyler.edu) Fax: 903.566.7183