



Graduate Teaching/Graduate Research/Graduate Administrative Research Assistant Waiver Form
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

Name: Banner ID:

Employed by: Student E-Mail:

Employee's Title: Hours/Week:

College/Department: Date of Employment:

Term Applied for (please check all terms included in the Notice of Appointment):

Checkboxes for Fall Term, Spring Term, Summer I, Summer II

II. ADDITIONAL CERTIFICATION FOR GTA/GRA/GARA

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:

Empty rectangular box for additional certification details

College/Department:

Signature lines for Dean/Chair Signature, Type Name, Date

III. STATEMENT BY STUDENT

I understand if, upon audit, I am found ineligible for resident tuition, the tuition rate will be changed to the non-resident rate and I agree to pay, upon demand, any additional tuition, and fees. I understand that failure to pay may result in additional collection costs.

Signature lines for Student's Signature, Type Name, Phone Number

I am aware that the waiver request and Notice of Appointment must be submitted for every semester requested.

Initial

IV. GRADUATE STUDIES OFFICE APPROVAL

Checkboxes for Received appropriate documentation for approval, Denied

Signature lines for College of Graduate Studies Signature, Type Name, Date

EMPLOYMENT MUST BE EFFECTIVE ON OR BEFORE 12TH CLASS DAY OF A REGULAR SEMESTER OR 4TH CLASS DAY OF SUMMER TERM. THIS FORM MUST BE SUBMITTED ONLINE ONCE PER SEMESTER CONFIRMING ELIGIBILITY TO RECEIVE IN-STATE TUITION.

PROCEDURES

1. Section I is filled out by student with information that is included in the Notice of Appointment (NOA) from the employing department. Students should select all terms included in the NOA.
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. The College of Graduate Studies (CGS) will certify that the student meets all the requirements for the Administrative Research/Research/Teaching Assistantship Waiver, including the official title, percentage of effort, hours per week, employing department, employment date and any other information deemed necessary.
4. Each semester, both the Notice of Appointment and this completed waiver form are submitted to the CGS, online, via the portal located at:
https://gradcollege.tamucc.edu/forms/TA_RA_waiver_request.php
5. The form is due no later than the 1st class day of each semester for which the student is requesting the waiver.
6. The CGS processing period to review this form is 3-5 business days. The waiver decisions are communicated to the Business Office, if approved.

Note: To receive in-state tuition rates, students must be in good academic standing with a GPA of a 3.0 or above, must maintain a graduate course load of at least 6 hours during long semesters (some colleges or departments may require 9 hours) or 3 hours during the summer session (Individual programs/departments/colleges may have additional qualification requirements), and be making satisfactory progress towards a degree. **Out-of-state tuition waivers will be rescinded if students register for too few hours or are not working in the qualifying position by the 12th class day of long semesters and the 4th class day of summer semesters.**
