Texas A&M University-San Antonio

EMPLOYEE REGISTERING AS A TAMU-SA STUDENT
DESIGNATED TUITION AND FEE ASSISTANCE WAIVER APPLICATION
(Revised: June 2014)

Name: _____   Banner ID: _____

Dept: _____   Job Title: _____

Semester: _____   Office Number: _____

Name, Number, and Section for each Course   Day(s) of the week & Time(s) when course meets
(Must list all enrolled courses for the term. Attached separate sheet if necessary.)

Class Name	Section #	Time
Class Name	Section #	Time
Class Name	Section #	Time
Class Name	Section #	Time

Arrangements to account for time off from regular work week to attend class:

Vacation Time   Compensatory Time (non-exempt only)

Leave without pay   Other-Explain in detail how hours missed will be made up

	Yes	No
Do any of the classes meet during regular work week?	Yes	No
Are you applying for a Designated Tuition/Fee Assistance Waiver?	Yes	No
Are you a full-time benefits eligible employee at TAMU-SA?	Yes	No
Have you been employed full time at least 3 months?	Yes	No

_____   _____   _____
          Employee's Signature   UIN   Date

I certify that arrangements for time off to attend classes are acceptable and class attendance will not interfere in any way with the accomplishments of duties or the work of the department. Additional information may be found in Rules and Procedures 31.99.01.00.01.

_____   _____
Supervisor/Dept. Head   Date

_____   _____
Dean/AVP   Date

_____   _____
Student Business Services/Finance & Administration-Officer   Date

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Distribution: Final Action:
Original-Student Business Services (SBS)   Approved _____ Disapproved _____
Copies-Supervisor
          -Financial Aid Office   Hours _____ Amount _____

                                                   By _____(SBS)

Designated Tuition and Fee Assistance Waiver Information and Instructions

Full-Time (budgeted) employees are eligible to take up to 4 credit hours each semester during normal work hours provided, (1) the employee must account for time missed each week using either vacation time, compensatory time (non-exempt only), leave without pay or scheduled alternative work hours during the same work week (2) class attendance does not interfere with the work of the department, (3) arrangements are approved in advance by their department head, and (4) the employee has been employed full time at least 3 months as of Census date. A course load in excess of four credit hours in any semester requires a written exception to be granted by the department head or designee.

Employees must pay state tuition, rec sports fee, e-book/course fees and lab fees. Most other fees up to 6 credit hours will be eligible for waiver assistance. The waiver is not available to spouse or dependents of employee.

Part-time employees are not eligible for the Designated Tuition and Fee Assistance Waiver.

The following provisions apply to any full-time employee who chooses to take advantage of this designated tuition and fee assistance waiver.

1.   Discuss enrollment plans and work schedule with supervisor.

2.   Obtain approval of Advisor for class(s) selected.

3.   Enroll in desired course(s).

4.   Present class schedule and "Employee Registering As A TAMU-SA Student" form to Supervisor/Department Head, and Dean or AVP for approval. Dean /AVP signature is required.

5.   Deadline to present the original waiver form each term to Student Business Services is Census date. Waiver request forms that are presented to Student Business Services will be processed after the twentieth (20th) class day during long semesters, and after the fifteenth (15th) class day during the summer sessions.

6.   Employees must have a cumulative GPA of 2.0 to be eligible for the waiver.

7.   Employees in their first bachelor's degree program will be eligible for the waiver in order to complete that degree, and will be eligible to complete one additional degree at a higher level. An employee who has already completed a bachelor's or master's degree when first applying for the waiver will be eligible until they attain the next level degree.

8.   An employee may receive an employee fee waiver only one time for a course. Courses repeated where a fee waiver was previously provided are not eligible for an additional fee waiver for the repeated course.

The Employee Designated Tuition and Fee Assistance Waiver will pay the following:

a) Designated Tuition
b) International Education Fee
c) University Services Fee

Note: University Procedure may be found at:
http://www.tamusa.tamus.edu/compliance/rulesandprocedures.html

Procedure #31.99.01.O0.01