



SAM HOUSTON STATE UNIVERSITY

OUT-OF-STATE TUITION WAIVER REQUEST

In accordance with Texas Education Code § 54.211 and 51.212

INSTRUCTIONS:

Applicants:

- Review form and fill out all applicable blanks
 - Electronically sign the form by clicking on the “Applicant’s Signature” blank
 - Save the form and email it to your Division/Department Chair or Supervisor for approval
- *Upon approval, your department will forward to the Human Resources Office

Division/Department Chair or Supervisor:

- Confirm student will be employed in a Salaried Graduate Position
 - Confirm student will be employed at least 20 hours a week (50% FTE)
 - Confirm student will be employed by the semester's 12th class day
 - Confirm employment is setup for the entire semester
 - Confirm student is employed in field related to the student's major (a written explanation could be required from the Department if needed)
 - Verify all information on the form
 - Electronically sign the form by clicking on the “Division/Department Chair or Supervisor” blank
 - Save the form and email it to the Human Resources Office at hrrgradhire@shsu.edu for final signature
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The Human Resources Office will review the Tuition Waiver and forward to the Student Accounts Office for application to the student’s fee statement.

Please contact the Human Resources Office at hrrgradhire@shsu.edu with any questions.

Sam Houston State University is an Equal Opportunity/Affirmative Action Institution.

John W. Thomason Building, Suite 202 - Box 2356 - Huntsville, TX. 77341-2356 - 936.294.1070 - Fax 936.294.3611

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