

REQUEST FOR IN-STATE TUITION

Certification of Employment for Faculty Employee



PURPOSE: This form is used to qualify for Resident Tuition under [Education Code, Title 3](#).

PROCEDURE

1. Student completes Section One and emails form to Employment@tamucc.edu.
2. Human Resources verifies employment and signs Section Two.
3. Student provides form to Bursar's Office, and/or other appropriate office.

SECTION ONE

Name of Faculty Employee: _____

Request for in-state (resident) tuition is for the following:

Faculty Employee

Spouse of Faculty Employee

Child of Faculty Employee

TO BE COMPLETED BY THE STUDENT

STUDENT NAME (Last, First Middle)	UIN OR BANNER ID
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1. I am requesting the following semesters for in-state tuition:

Fall

Spring

Maymester

Summer 1

Summer 2

2. I understand that if, upon audit, I am found not qualified for resident tuition, I will be charged non-resident tuition and I agree to pay, upon demand, any additional tuition and fees which may be charged.

Print Name

Signature

Date

SECTION TWO

FACULTY EMPLOYEE INFORMATION

EMPLOYEE NAME (Last, First Middle)	UIN
EMPLOYEE'S TITLE	HOURS
COLLEGE / DEPARTMENT	DATE OF EMPLOYMENT

HUMAN RESOURCES REPRESENTATIVE

Print Name

Signature

Date

APPEALS NOTICE: If a student wishes to appeal a denied certification for qualification for resident tuition, he/she should submit the appeal in writing to the Office of the Registrar.