

Policies of the University of North Texas	Chapter—06
2.2.16.1 Out-of-State Tuition Waiver/Teaching Fellows, Teaching Assistants, Research Assistants and Dependents	Faculty Affairs

Policy Statement.

Following Texas law, it is the policy at the University of North Texas that a teaching assistant, teaching fellow, or research assistant at the University of North Texas or any other public institution in Texas, and that person’s spouse and children are entitled to register at the University of North Texas by paying tuition and other fees or charges required for Texas residents, without regard to the length of time they have resided in Texas. In order to be eligible under this policy, the assistant is employed at least one-half time in a teaching or research assistant position that is related to his/her degree program, as determined by his/her major professor and approved by the department chair and the dean of the graduate school.

A waiver form must be completed by the employee’s department and submitted to Student Accounting and University Cashiering Services before each semester begins.

Application of Policy.

Teaching fellows, teaching assistants, and research assistants

Definitions.

1. Teaching Fellow. A Teaching Fellow (TF) is a graduate student who assumes total responsibility for the instruction in one or more classes. The TF is the instructor of record and is responsible for assigning of grades.
2. Teaching Assistant. A Teaching Assistant (TA) is a graduate student who assists a faculty member in a class or laboratory, but does not have total instructional responsibility for a class.
3. Research Assistant. A Research Assistant is a graduate student employed in a part-time research position, in which the student's academic training is based in part on the research performed or in which the research duties being performed will assist the student in fulfilling his or her degree requirements

Guidelines.

1. Individual must be employed as of the 12th class day in a long semester, as of the 4th class day in a summer semester, or as of the 2nd class day in a Minimester (unless payroll dates need to be considered). Hourly employees must work an average of 20 hours per week through each semester. The employee must work directly with students in an academic environment at least 51% of their time (this does not apply to Research Assistants). The individuals must work each semester a waiver is awarded (including a Minimester).
2. The employee's Job Title and Job Code must be listed on the Employment Waiver form. The employee should be paid according to the following budget item codes: 080, 0810, 1361, or 1790. If the employee is paid by another Job Code, the department should contact Student Accounting and University Cashiering Services for specific instructions on determining eligibility and assistance in completing the waiver form.
3. When a department becomes aware that an employee no longer qualifies for an employment waiver (employment is terminated before the 12th class day in a long semester, the 4th class day in a summer semester, or the 2nd class day in a Minimester), a representative should notify Student Accounting and University Cashiering Services immediately.
4. Student Accounting and University Cashiering Services does not hand out forms to students or faculty. The forms are distributed to the departments.
5. If a TF, TA, or RA is employed in a department outside of his/her degree program, their major professor must certify that there is a direct relationship between the employee's position and the degree program. An explanation should be included on the waiver form.

Responsibility.

It is the responsibility of the signatories to understand the State statute governing this waiver and to ensure its proper use. By signing the Employment Waiver, individuals are attesting that the information provided is true and correct and that all conditions of the statute have been met. The department head/account holder needs to be aware of the possibility that the waivers will be audited and that the responsibility for certifying the eligibility lies with the department head/account holder and/or the academic authority who signs the waiver.

References and Cross-references.

V.T.C.A. Section 54.063

Forms and Tools.

Employment Wavier Form (can be obtained from departments)

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