

# STAFF/FACULTY EXEMPTION REQUEST

## Student Business Services - TEXAS A&M UNIVERSITY

### Qualifications

Texas A&M University Staff and Faculty, and who are budgeted for at least 50% effort (including those with joint appointments) are exempt from paying certain fees.

All military personnel assigned to full-time Reserve Officers' Training Corps (ROTC) duty in the military science department at Texas A&M University, who enroll as students will be granted the same exemption as is granted to full-time employees (System regulation 26.01.2.1). This exemption does not include civilian personnel in the ROTC.

Baylor College of Dentistry faculty members participating as students.

Note: *Staff, Faculty and military personnel who choose to claim this exemption forego the privilege of using the services provided by these fees, and may not choose to pay for specific services at student rates.*

Class attendance must not interfere in any way with the accomplishment of the employees' duties or the work of the employing department and the employee must work the full number of hours for which they are paid (System regulation 31.99.01)

### Instructions

To apply for a Staff/Faculty Exemption, complete, print and sign this request for exemption and submit it to Specialized Student Billing by email to [ssb@tamu.edu](mailto:ssb@tamu.edu), in person at the General Services Complex (GSC), Suite 2801, by fax to 845-9406, or by mail to Texas A&M University, Student Business Services, 6001 TAMU, College Station, TX 77843-6001.

**Forms are due no later than the 12<sup>th</sup> class day for fall/spring semesters and the 4<sup>th</sup> class day for summer. The form must be submitted each semester.**

### Certification

*I hereby certify that I qualify for the Staff/Faculty Exemption according to the rules stated above.*

TAMU/TAMUG/TAMU HSC Faculty or Staff – Requesting exemption of Student Center Complex fee, Recreational Sports fee, and Health Center fee.

Military Personnel – Requesting exemption of Student Center Complex fee, Recreational Sports fee, and Health Center fee.

BCD Faculty – Requesting exemption of Group Hospital fee, Computer Access fee, Library Access fee, Instr/Equip Enhancement fee, Information Technology fee and Medical Liability Insurance.

Exemption requested for \_\_\_\_\_ of \_\_\_\_\_. **Exemption must be requested each semester.**  
(Semester) (Year)

**Employees of the Research Foundation, Association of Former Students, Aggie Club or the U.S.D.A., TAES, TEES, or TTI do not qualify for the exemption.**

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
UIN

\_\_\_\_\_  
PIN #-Faculty/Staff Only

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Phone #

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Supervisor's Name or Commandant Chief of Staff

\_\_\_\_\_  
Employing Department Name

\_\_\_\_\_  
Supervisor's Signature or Commandant Chief of Staff

\_\_\_\_\_  
Date

### **Privacy Notice:**

State law requires that you be informed of the following:

- (1) you are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law);
- (2) you are entitled to receive and review that information; and
- (3) you are entitled to have the information corrected at no charge to you.