

STAFF/FACULTY EXEMPTION REQUEST
Student Business Services Department
TEXAS A&M UNIVERSITY

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.

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)

To apply for a Staff/Faculty Exemption, complete, print and sign this request for exemption and submit it to Specialized Student Billing at the General Services Complex (GSC), Suite 2801, or fax to 845-9406. Forms may be mailed to Texas A&M University, Student Business Services, 6001 TAMU, College Station, TX 77843-6001.

Forms are due no later than the 12th class day for fall/spring semesters and the 4th class day for summer.

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

Requesting exemption for year _____.

Place an X in the box below to indicate which semester you are requesting the exemption.

Fall Semester Spring Semester Summer Semester

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

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.

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.