

**(DATE)**

ATTN: Specialized Student Billing  
Texas A&M University  
Student Business Services  
6001 TAMU  
College Station, Texas 77843  
[ssb@tamu.edu](mailto:ssb@tamu.edu)

Dear Student Business Services,

Pursuant to Section 54.369 of the Texas Education Code, **(Student Name, UIN)** seeks to receive the Non-Resident Tuition Waiver for enrollment at Texas A&M University for the **(Spring/Fall/Summer, Year)** term. This is to certify that **(Student Name)** is a dependent of **(Employee Name)**, who is an employee of **(Laboratory Name)**. **OR** This is to certify that **(Employee Name)** is an employee of **(Laboratory Name)**.

It is my understanding that **(Student Name)** seeks the waiver of non-resident tuition as provided in said section 54.369 and the waiver does not affect residency status.

Sincerely,

HR Employee or Supervisor **(Name and Title)**