

STAFF/FACULTY EXEMPTION REQUEST

Student Business Services Department TEXAS A&M UNIVERSITY

Texas A&M University Staff and Faculty who are located in College Station, and who are budgeted for at least 50% effort (including those with joint appointments) are exempt from paying the student service fee, student center complex fee, recreational sports fee, student ID card and health center fee. Staff and Faculty 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.

The exemption is limited to six (6) hours. 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) 31.9

To apply for a Staff/Faculty Exemption, complete, print and sign this request for exemption and submit it to the Student Accounts & Billing Office in GSC, Suite 2801.(Fax 845-9406)

I hereby certify that I qualify for the Staff/Faculty Exemption according the rules stated above:

Faculty

Staff

PIN Number

Employing Department

Name (Please Print)

Phone (Work)

Student ID Number

Exemption is Requested for year _____

Fall Semester

Spring Semester

Summer Semester

Signature

Date

Supervisors Signature

Date

Employees of the Research Foundation, Association of Former Students, Aggie Club, Military personnel assigned to Texas A&M University, or the U.S.D.A.,TAES,TEES,TTI, & Health Science Center 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."