

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

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 fee, health center fee, and transportation fee.

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.

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)

To apply for a Staff/Faculty Exemption, complete, print and sign this request for exemption and submit it to the Student Accounts & Billing Office at the General Services Complex (GSC), Suite 2801, Campus Mail Stop 6001 or fax to 845-9406. Forms may be mailed to Texas A&M University, Student Business Services, PO BOX 30015, College Station, TX 77842-3015.

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:

Faculty Staff Military Personnel

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

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., TEAS, TEES, TTI, & Health Science Center or other TAMU System Components 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.