

Request for In-State Tuition for Graduate Assistants

Please note: This form **MUST** be completed and submitted to the Graduate School by 12:00 pm (Noon) on the Census Date, which is the twelfth class day of the fall and spring semesters and the fourth class day of the long summer term. **Forms received after that deadline will not be processed and tuition will not be adjusted.**

Student ID _____

Student Name _____

Degree/Major _____

Employing Department/Program _____

Department/Program Account Number _____

Under Texas Education Code (Section 54.211/54.212), non-resident TWU graduate students employed as graduate assistants (GASs, GAWs, GRAs, GTAs) qualify for in-state tuition rates if they meet the following criteria:

- The graduate assistant is enrolled in a minimum of five (5) semester credit hours.
- The graduate assistant is employed at least one-half time (0.50 FTE = 20 hours = Full-Time).
- The graduate assistant is working in a position that relates to their degree program.

For which semester is the student eligible for reduced tuition? Select only one - this form must be submitted each enrollment period.

- Year Fall (September 1st through January 15th)
- Year Spring (January 16th through May 31st)
- Year Summer (June 1st through August 31st)

I certify that the above information is correct and that this student is eligible for in-state tuition rates.

Chair/Director/Associate Dean _____ Date _____

Graduate School _____ Date _____

After approval by the Component Leader and the Graduate School, this form will be forwarded to the Registrar's Office for tuition adjustment.

In accordance with Leg. HB 1922, an individual is entitled to: request to be informed about the information collected about them; receive and review their information; and correct any incorrect information.

This form was last revised April 2026

TWU Graduate School

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