



SAM HOUSTON STATE UNIVERSITY

TUITION WAIVER AGREEMENT

INSTRUCTIONS:

Applicants:

- Review form and fill out all applicable blanks
 - Electronically sign the form by clicking on the “Applicant’s Signature” blank
 - Save the form and email it to your Division/Department Chair or Supervisor for approval
- *Upon approval, your department will forward to the Payroll Office

Division/Department Chair or Supervisor:

- Confirm student will be employed by the semester's 12th class day
- Confirm employment is setup for the entire semester
- Confirm student is employed in field related to their major
- Verify all information on the form
- Electronically sign the form by clicking on the “Division/Department Chair or Supervisor” blank
- Save the form and email it to the Payroll Office at payroll_office@shsu.edu for final processing

The Payroll Office will review the Tuition Waiver and forward to the Student Accounts Office for application to the student’s fee statement.

Please contact the Payroll Office at 936-294-1273 or payroll_office@shsu.edu with any questions.

Sam Houston State University is an Equal Opportunity/Affirmative Action Institution.

John W. Thomason Building, Suite 203 - Box 2095 - Huntsville, TX. 77341-2095 - 936.294.1273 - Fax 936.294.1099

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