

**SUL ROSS STATE UNIVERSITY**  
Employee's Dependent Tuition Scholarship and  
Fee Exemption Registration

1. Eligibility and Requirements:
  - a. Dependents of university employees who are benefits eligible, excluding graduate teaching and research assistants, who have been claimed on the employee's most recent tax return as a dependent are eligible to take up to a maximum of six hours per semester. A portion of designated tuition and fees will be exempted. The discounted semester credit hours are limited to six semester credit hours for the whole family unit even if more than one dependent is enrolled. This benefit will only apply to courses which have already met the minimum enrollment required enrollment of six students for undergraduate classes and three students for graduate classes excluding faculty, staff and dependents taking classes under the Tuition Scholarship and Fee Exemption program. The Enrollment Management Division will publicize periodically those eligible courses.
  - b. Any tax liability that may be incurred as a result of this benefit will be the responsibility of the employee.
2. Procedures:
  - a. Employee and dependent complete Section A.
  - b. Employee takes the form to a Human Resource Representative for completion of Section B and provides the first page of the most recent tax return indicating the dependent is an eligible dependent. HR will attach a redacted copy of the first page of the employee's income tax return.
  - c. Employee obtains Registrar's Office Certification that the requested classes have met enrollment minimums of Section C.
  - d. Dependents must be admitted to the university. Applications for admission may be completed online at [www.applytexas.org](http://www.applytexas.org) Once admitted, students may register online through Banner Self Service or in person with their Academic Advisor in Alpine or their Enrollment Specialist Representative at the RGC campuses.
  - e. Employee presents form to Cashier who will post the proper exemption.
3. Fees exempted by Sul Ross State University for a maximum of six hours during a semester include the following:
  - a. Designated Tuition
  - b. Student Service Fee
  - c. Student Center Fee
  - d. Computer Access Fee
  - e. Technology Services Fee
  - f. Recreational Sports Facility Fee
  - g. International Education Fee
  - h. Records Fee
  - i. Library Fee
  - j. Medical Fee
  - k. Athletic Fee
  - l. Distance Learning Fee
4. This benefit and associated procedures are subject to change.

## SUL ROSS STATE UNIVERSITY

### Employee Dependent Tuition Scholarship and Fee Exemption Registration

#### Section A: Employee Dependent Tuition Scholarship and Fee Exemption Request

Employee \_\_\_\_\_ Banner "A" Number \_\_\_\_\_  
Last First Middle

Work Department \_\_\_\_\_ Job Title \_\_\_\_\_

I request a Tuition Scholarship and Fee Exemption for the following class during the \_\_ semester for my

Dependent's Name \_\_\_\_\_ Banner "A" Number \_\_\_\_\_

Relationship to Employee \_\_\_\_\_

CRN	Subject and Number	Course Title	Class Meeting Days	Start Time	End Time

Employee Signature/Title \_\_\_\_\_ Date \_\_\_\_\_

Dependent \_\_\_\_\_ Date \_\_\_\_\_

#### Section B: Human Resources Certification

I certify that this individual is a benefits eligible University employee and their dependent is an eligible dependent and is listed on their income tax return as a dependent.

Signature/Title \_\_\_\_\_ Date \_\_\_\_\_

#### Section C: Registrar Certification

I certify the above classes have met the required enrollment of six students for undergraduate classes and three students for graduate classes excluding faculty, staff and dependents taking classes under the Tuition Scholarship and Fee Exemption program.

Signature/Title \_\_\_\_\_ Date: \_\_\_\_\_

#### Section D: Cashier's Office Fees Payment

Local University fees in the amount of \$ \_\_\_\_\_ has been exempted by the University.

Signature/Title \_\_\_\_\_ Date \_\_\_\_\_