



Non-Resident Tuition Waiver Undergraduate Questionnaire

This questionnaire is used as a checklist to determine if all criteria are completed for submission. The determination of the student's qualifications is outlined in the Manual of Administrative Policies and Procedures (MAPP) 11.03.03. For details regarding requirements for this waiver, please visit [MAPP11.03.03](#).

Part A. Enrollment

	Yes	No
1. Are you enrolled full time? (Fall & Spring = 12 HRS / Summer = 9 HRS)		
a. Exception: Are you graduating?		

Instruction to Part A:

If you answered "Yes" to question 1, go to Part C.

If you answered "No" to question 1 and 1a, you're not qualified.

If you answered "Yes" to question 1a. Additional documentation is required. Complete a [Reduce Course Load application](#) (RCL) and proceed to Part B.

Part B. Reduce Course Load Form

	Yes	No
2. On the RCL document, is number 3 completed?		
3. Did you complete the first line in the bottom box and include your name, signature, PSID, and date?		
4. Did your academic advisor sign off?		

Instruction to Part B:

*Only signatures required for submission are the student and advisor.

If answered "Yes" to all, go to part C.

If you answered "No" to any, the form is incomplete.

Part C. Employment

	Yes	No
5. Are you employed by the Official Reporting Date (Fall and Spring: 12th class day / Summer: 4th class day)		
6. Is your job title listed as Academic Support Assistant (ASA)?		
7. Are you employed with 0.50FTE (20HRS) or more?		
8. Is your position directly related to your degree?		

Submission

If all parts state “Yes,” you may proceed to submit the [Application for Non-Resident Tuition Waiver](#) with any required backup documentation to:

Email: waivers@central.uh.edu

In Person: Student Business Services - Customer Service
Welcome Center Rm. 124

Questions: 713-743-1010 Option 6