

Request Deadline

Employment Waiver Requests should be submitted to your employing department 2-3 weeks before the start of each semester to ensure your request is processed on time.

Employment Waiver Request Steps

Step 1: Student/employee must complete the [Employment Waiver Request Student/Employee Form](#) found on the second page below and submit it to their employing department for further approvals and employment confirmation.

Note: You must sign and submit this form to your employing department for your request to be considered. **DO NOT** submit this form to the Toulouse Graduate School as it cannot be processed without following step 2 from below.

Step 2: Employing Department will submit the employment waiver request on the behalf of the student through the Web Form and retain the signed Employment Waiver Request Student/Employee form. Please go to the faculty/staff forms or click [here](#) to access the web form and submit the request. The request must be submitted by the employing department, otherwise, it will be void. **Physical forms will not be accepted.**

Note: Web Form submission confirms and assumes the student has read, understood and signed the Student and/or Employee Certification.

Student/employee and employing department will receive an email notification once the submission has been received by TGS. Please allow 3-5 days for processing.

Employment Waiver Request Student/Employee Form

SECTION A: SEMESTER OF REQUEST

Fall Spring Summer 3WK Summer 5WK1 Summer 5WK2 Summer 8WK Summer 10WK

SECTION B: STUDENT INFORMATION

Student/Employee Last Name, First Name Student/Employee ID Student/Employee UNT Email Address

SECTION C: DEGREE PROGRAM & SCHOLARSHIP INFORMATION

Please indicate what Graduate Scholarship you receive:

What is your Degree Program?

Tuition Benefit Program

Master's

Undergraduate

Externally-Funded Doc Scholarship

Doctoral

Other

MFA

None

DMA

SECTION D: STUDENT AND/OR EMPLOYEE CERTIFICATION

Student and/or Employee Confirmation: If this waiver is determined to be invalid based on the items specified in Section 54.211 or 54.212, I understand I will be liable immediately for any difference in tuition costs. I further understand that failure to pay any additional amounts due may result in the immediate withdrawal of the student registering with this waiver. I authorize the University to assign any unpaid amount of tuition and fees or financial aid funds to a collection or credit reporting agency or agencies for the purpose of collecting the amount at the option of the University. I promise to pay all attorney's fees and other reasonable collection costs and charges necessary for the collection of any amount not paid when due.

**Do not submit this form to the Toulouse Graduate School. It will NOT be accepted.
This form must be submitted to your employing department for additional approvals.**

Student/Employee Last Name, First Name

Student/Employee Signature

Date

If you are requesting the employment waiver for a spouse or dependent, provide the information listed below and have the spouse or dependent sign to acknowledge that they understand and adhere to the terms and conditions listed above:

Dependent/Spouse Last Name, First Name

Dependent/Spouse UNT Assigned ID

Dependent/Spouse UNT Email Address

Dependent/Spouse Signature

SECTION E: DEPARTMENT CERTIFICATION

Dept. Account Holder Name

Dept. Account Holder Signature

Date

Dept. Account Holder: Please submit the request to the Toulouse Graduate School via the web form found in the Faculty & Staff tab under " View Forms". Click [here](#) to open the webform.