

Texas Engineering Experiment Station (TEES)
Division of Academic Development
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College Station, Texas 77843-3405
(979) 862-1267 FAX

TUITION / FEES PAYMENT REQUEST FORM

DATE SUBMITTED: _____

This form, along with your summary and itemized fee statements are to be submitted to Ms. Jeannette Salazar **no later than three (3) weeks prior to the first day of classes**. If you fail to submit the required documents by the designated due date, you will be responsible for the payment of your tuition/ fees and submit the documents necessary for reimbursement after the semester begins.

NAME: _____

UIN #: _____

CLASSIFICATION: _____

DEPARTMENT: _____

- The attached fee bill is submitted as a record of my tuition and fees for semester _____ 20____.
- If I make a revision that changes the amount stated on the attached fee bill, I will notify Ms. Jeannette Salazar (jsalazar@tamu.edu) **IMMEDIATELY**.
- Please check one:

No other program, academic department or faculty member is paying my tuition or required fees stated on the attached fee bill.

Another program, academic department, or faculty member is also paying my tuition or required fees stated on the attached fee bill.

I will receive a tuition waiver from my academic department.

Student Signature