

# University of Houston Clear Lake

## Firefighter Tuition Exemption Request

Please complete each section entirely. Please complete a separate form for each semester.

### Part 1:

\_\_\_\_\_  
**Printed Student Name**

\_\_\_\_\_  
**Student ID**

\_\_\_\_\_  
**Phone Number**

**Select Semester:**       Fall 20\_\_\_\_       Spring 20\_\_\_\_       Summer 20\_\_\_\_

### Part 2: Select Yes or No for each question below.

1. Y / N    Employed as a firefighter by a political subdivision of this state; or  
Y / N    An active member for at least one year of an organized volunteer fire department participating in the Texas Emergency Services Retirement System or a retirement system established under the Texas Local Fire Fighters Retirement Act who holds:
  - a) an Accredited Advanced level of certification, or an equivalent successor certification, under the State Firemen's and Fire Marshals' Association of Texas volunteer certification program; or
  - b) Phase V (Firefighter II) certification, or an equivalent successor certification, under Texas Commission on Fire Protection's voluntary certification program under Section 419.071, Government Code?
2. Y / N    Enrolling in UHCL's undergraduate Public Leadership program?
3. Y / N    Received your first exemption in fall 2009 or later and are you making satisfactory progress toward a degree as determined by your institution; or  
Y / N    Received your first exemption prior to fall 2009 and have you been continuously enrolled in the Public Leadership program?

### Part 3:

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Fire Staff Administrator**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Station Name**

\_\_\_\_\_  
**Station Location**

\_\_\_\_\_  
**Phone Number**

### Part 4: Courses Eligible for Exemption – For students beginning program in **Fall 2015** or continuing students.

*Choose only the courses you have registered for*

_____ PSLD 4325	Budgeting in Public Service
_____ PSLD 4326	Human Resources
_____ PSLD 4341	Cultural Competence
_____ PSLD 4342	Project Management
_____ PSLD 4343	Public Service Management
_____ PSLD 4344	Public Service Leadership
_____ PSLD 4345	Strategic Planning
_____ PSLD 4347	Managerial Issues in Diversity
_____ PSLD 4348	Crisis Management
_____ PSLD 4349	Ethics and Law
_____ PSLD 4350	Senior Seminar: Executive Coaching
_____ COMM 3320	Principles of Public Relations
_____ SOCI 4328 / PSLD 4328	Social Conflict and Mediation
_____ WRIT 3312	Written Communication in Business

**Part 5: Courses Eligible for Exemption** – For continuing students who began program **prior to Fall 2015**

*Choose only the courses you have registered for*

_____	COMM 3230	Integrated Marketing and Communication
_____	CRIM 4835 or SOCI 4835	Research Methods
_____	PSLD 4238 or SOCI 4238	Social Conflict and Mediation
_____	PSLD 4433, PSYC 4433 or SOCI 4433	Public Service Management
_____	PSLD 4434, PSYC 4434 or SOCI 4434	Public Service Leadership
_____	PSLD 4435 or PSYC 4435	Strategic Planning
_____	PSLD 4436 or PSYC 4436	Organizational Communication
_____	PSLD 4437	Managerial Issues in Diversity
_____	PSLD 4438	Crisis Management
_____	PSLD 4439	Ethics in Public Leadership
_____	PSLD 4839	Independent Studies in Public Service Leadership
_____	PSLD 4931	Selected Topics in Public Service Leadership
_____	PSYC 4631	Research Design and Statistical Measurement I
_____	PSYC 4632	Research Design and Statistical Measurement II
_____	PSYC 4730	Behavioral Statistics
_____	PSYC 4731	Social Science Research Techniques
_____	WRIT 3132	Written Communications in Business

**Part 6: Changes to your Class Schedule**

To make changes to your class schedule after you have submitted an Exemption Request form, you will need to submit the Fire Fighters Add/Drop form no later than one week before the last day of Open Registration. The Fire Fighters Add/Drop form can be found online at our Financial Aid website under the *Waivers and Exemptions* section, or you can pick up a copy at our office. (Office of Financial Aid SSCB 1.105) This deadline is important for two reasons: first, it allows us time to check for available waivers for the classes you have added, and second, it gives fellow Fire Fighters the opportunity to receive the waivers for the classes you have dropped.

To add or drop courses, outside of PSLD or those listed on the form, and which do not require a tuition waiver adjustment, you should contact the Office of Student Financial Aid directly by email at [uhcl\\_fao@uhcl.edu](mailto:uhcl_fao@uhcl.edu). For verification purposes, you must use your official UHCL email address when making this request and provide the specific information (e.g. name, section number, etc.) for the course(s) that you are requesting to change. During this process, you will not be able to make schedule adjustments through E-services. Your ability to add or drop courses through E-services will be restored shortly after census date for the semester

I have read and understand the Add/Drop Policy for this Fire Fighter Exemption Program \_\_\_\_\_  
(Student Initial)