

# **STUDENT FINANCIAL SERVICES**



# TUITION AND FEES

## Financial Responsibility

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### Returning Students

Prior to registering for a semester, students are required to pay or clear any outstanding financial balances with UTB/TSC by contacting the Business Office. These are some examples of outstanding financial balances that will prevent a student from registering for a semester:

- Balance on Installment Plan
- Balance on Emergency Loan
- Balance on Student Account
- Balance on Financial Aid Repayment
- Parking Citation
- Library Fines

### For All Students

Failure to pay any amount owed within the allotted time can result in the withholding of registration privileges, official transcripts, grades, degrees, and other penalties and actions allowed by law.

Students are expected to pay for tuition and fees within the specified payment period. Students are not entitled to enter classrooms or laboratories until payment for tuition and fees has been made or a payment option has been selected by the student. All tuition and fees payments must be received at the Business Office before the payment deadline date.

All students receiving Federal Title IV grant or loan assistance will have all tuition and fees charged against the award. Any remaining balance will be disbursed to the student in the form of a check which will be mailed to the student. Initial balances are generally mailed to the student on or about the first day of class.

It is the student's responsibility to ensure that their financial assistance has been awarded.

- If a student account has a balance of \$75 or more resulting from the original registration, the student's registration will be voided. Students who add classes and do not pay by the add/drop payment deadline will not be dropped from their classes. Students will be officially enrolled in the classes and will receive a grade. It is the student's responsibility and obligation to pay for the tuition and fees for the added class.

### Types of Payments Accepted at the Business Office

- Cash
- Personal Checks (include ID)
- Money Order (include ID)
- VISA (include ID)
- MasterCard (include ID)
- Sting Card

For your convenience, a check payment drop box is located next to the Business Office at Tandy Hall 107. All payments must be received before payment deadline dates. Payments must be for the full amount of tuition and fees. Student identification numbers should be indicated on checks. Check payments may be mailed and must be received by the Business Office on or before the payment deadline date.

### Checks should be mailed to:

The University of Texas at Brownsville and Texas Southmost College  
Business Office • P.O. Box 3640 • Brownsville, TX 78520-3640

When the bank for whatever reason returns a check, a \$25.00 nonrefundable return check service charge is assessed. The student is given 10 days from the date of notice to make full payment by cash, money order, or cashier's

check. Once the student has had returned checks, then for future payments we reserve the right not to accept any personal checks from the student. Returned checks not paid will be submitted for collections. Students will be liable for any court costs and attorney fees.

For your convenience, VISA and Master Card payment information may be faxed to the Business Office at (956) 882-7981 and must be received before the payment deadline. It is the student's or cardholder's responsibility to verify that sufficient balance is available in the account to process payment. The following is required in order to process payment. Forms are available at the Business Office for this information:

- Student's name
- Student's ID
- Type of credit card
- Credit card number, Expiration date
- Printed name of credit card holder and signature of credit card holder
- Students' telephone number.

### Assessment of Tuition and Fees

Tuition and fees are subject to change by the Texas Legislature and The University of Texas System Board of Regents and become effective in accordance with state statute and regental action. The Texas Legislature does not set the specific amount for any particular student fee. The student fees assessed are authorized by state statute; however, the specific fee amounts and the determination to increase fees are made by the University administration and The University of Texas System Board of Regents.

### Tuition 15 semester credit hour cap and Tuition Discounts

In an effort to give students incentives to graduate in a timely manner, UTB/TSC has implemented a flat fee (Tuition Cap) at 15 semester credit hours per semester. The Tuition Cap applies to tuition and all mandatory fees only.

UTB/TSC offers a 25% discount for classes that begin on or before 7:00 am or Saturday classes. In addition, a 10% discount will apply to courses where the majority of the course (more than 50%) takes place between 12:00 noon and 4:00 pm. These discounts apply to on campus courses only. Courses that are not discounted will be considered first for the purposes of applying flat fee Tuition Cap.

## Classification of Students for Assessing of Tuition Rates

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- Students enrolled in TSC courses (i.e., course numbers beginning with either 0, 1 or 2) will be assessed TSC Lower Division tuition rates. The residency status of a student determines the rate that is charged for tuition. See the tuition and fee tables for additional information.
- Students enrolled in UTB courses (i.e., course numbers beginning with either 3 or 4) will be assessed UTB Upper Division tuition rates. The residency status of a student determines the rate that is charged for tuition. See the tuition and fee tables for additional information.
- Students enrolled in University Plan courses (i.e., course abbreviation name ends with a U) will be assessed UTB Upper Division tuition rates. The residency status of a student determines the rate that is charged for tuition. See the tuition and fee tables for additional information.
- Students enrolled in Graduate courses (i.e., course numbers start with 5 or above) will be assessed Graduate tuition rates. The

residency status of a student determines the rate that is charged for tuition. See the tuition and fee tables for additional information.

- Students may take both TSC courses and UTB courses and Graduate courses (concurrently enrolled student). In this case, total tuition and fees will be determined by state regulations applying to concurrent enrollment. Any concurrent enrollment amount adjustments will be manually calculated and entered by the Business Office.
- International Students should follow the Non-Resident Tuition Rate.

## Emergency Loans

There is a new procedure for completing the Emergency Loan Application and Emergency Loan signing. The execution of Emergency Loan Applications and the Promissory Note will now be completed and submitted by the student online via a designated Business Office web page. A link for the Application and Loan will be available on the Business Office website on the assigned days for early registrants and late registrants (Availability based on Funding.)

## Payment by Installment

The Installment Payment Plan is only available during the Fall and Spring semesters. The Installment plan is only for tuition and fees.

### Who qualifies and how does it work?

To qualify a person must:

- Be a current student at UTB/TSC
- Be free of any outstanding financial balance with UTB/TSC
- Have no form of financial aid including any scholarship programs
- Be registered for a minimum of six credit hours or more
- Pay a non-refundable fee of \$22.50 for the installment plan (\$7.50 per installment)
- Fill-out and sign installment plan promissory note in order to complete process

### How does it work?

Once the student is qualified for the Installment Payment Plan, the student is required to pay for one-half (50 percent) of the tuition and fees and the non-refundable \$22.50. The remaining half will be equally divided in two payments due at later dates.

For example: Tuition and fees are \$800.00; installment initial payment will be 50 percent or \$400.00 plus the \$22.50 fee, for a total initial payment of \$422.50. The other half is divided equally \$200.00 and \$200.00, which are due at later dates.

If a student selects the installment plan and then drops below the required six credit hours, the balance of tuition and fees becomes due in full. If a student selects the installment plan, and adds additional classes during the add/drop period, the plan will not be adjusted to accommodate added courses.

### Late Installment Payments

For any late payments on installments, there is a five-day grace period after which a non-refundable late payment charge of \$5.00 will be assessed in addition to the installment payment amount due. If the second installment payment is not made until the final payment is due and it is after the five-day grace period then a non-refundable reinstatement charge of \$25.00 will be assessed in addition to the installment payment amount due. In this instance, a student would be charged a total of \$35.00 in addition to the installment payment amount.

### Failure to Pay Installment Plan

Students who fail to fully pay tuition and fees, including any late charges are

subject to one or more of the following actions, at the University's option:

- Prevent from re-admission to the institution
- Withholding of grades, degrees and official transcripts
- All penalties and actions authorized by law

Notes: The Payment by Installment Plan is subject to change without notice or obligation in keeping with the policies and actions of The University of Texas System Board of Regents and in conforming with the laws of the State of Texas. The student is subject to pay tuition and fees, which are non-refundable upon complete withdrawal. The refund is based on tuition and fees – not on the amount paid by the student.

## Tuition and Fee Exemptions

The Texas Legislature has provided a tuition and fee exemption, excluding general property deposit and student services fees, provided under §54.201 et. seq. of the *Texas Education Code*.

To obtain the exemption, an approved application must be on file with the Office of Student Financial Assistance six weeks prior to registration. Tuition and fee exemptions are granted for the following categories of students: Adopted students formerly in foster or residential care; Blind/Deaf Student Exemption Program; Children of Disabled or Deceased Firemen, Peace Officers, Game Wardens and Employees of Correctional Institutions; Children of U.S. Military who are Missing in Action or Prisoners of War (MIA/POWs); Concurrent Enrollment Waiver; Early High School Graduation Scholarship; Exemption for Dual-Enrolled Students; Educational Aide Exemption; Exemption for Highest Ranking High School Graduate; Exemption for Peace Officers Disabled in the Line of Duty; Exemptions for Texas Veterans (Hazlewood); Children of Texas Members of the U.S. Armed Forces or National Guard who were Killed or Disabled Due to their Service; Senior Citizen, 55 or Older, Tuition Reduction Program; Senior Citizen, 65 or Older, Free Tuition for Six Credit Hours; Students in Foster or other Residential Care; TANF Exemption Program; Texas National Guard Tuition Assistance Program; Children of Nursing Faculty Members; Spouse and Children of Certain Public Peace Officers and Emergency Personnel who Died in the Line of Duty. This information is provided in summary form. For more information, contact the Office of Student Financial Assistance at Tandy Hall 206.

## Tuition Waivers Based on Residency

### Lower Division – For Non-Residents

The same rate of tuition and fees charged residents of the Southmost Union Junior College District for lower-division courses shall be charged to people, and their dependents, who are permitted by Congress to domicile in the United States and who own property which is subject to ad valorem taxation by the college district. Aliens not domiciled in the United States are not eligible for this waiver. Interested students should contact the Office of Admissions at Tandy Hall 115, or call 882-8295.

### Lower Division, Upper Division, UTB Undergraduate, Graduate – Residents of Mexico

State law allows students who are citizens of Mexico and who document financial need to pay the same tuition as Texas residents. To be eligible for this waiver, students must complete all admission and registration requirements. Application deadlines for the Mexican National Tuition Waiver are August 1 for the Fall semester, December 1 for the Spring semester, and May 1 for the Summer sessions. Interested students should visit the Office of Admissions.

Note: Students qualifying for tuition waivers continue to be classified as non-resident or foreign for residency purposes.

# TUITION REBATE PROGRAM

The purpose of the tuition rebate program is to provide a financial incentive for students to prepare for university studies while completing their high school work, avail themselves of academic counseling, make early career decisions, and complete their baccalaureate studies with as few courses outside the degree plan as possible. Minimizing the number of courses taken by students results in financial savings to students, parents, and the state.

## Eligible Students

To be eligible for rebates under this program, students must meet all of the following conditions:

- they must have enrolled for the first time in an institution of higher education in the fall 1997 semester or later,
- they must be requesting a rebate for work related to a first baccalaureate degree received from a Texas public university,
- they must have been a resident of Texas, must have attempted all coursework at a Texas public institution of higher education, and have been entitled to pay resident tuition at all times while pursuing the degree, and
- they must have attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree under the catalog under which they were graduated. Hours attempted include transfer credits, course credit earned exclusively by examination, courses that are dropped after the official census date, for credit developmental courses, optional internship and cooperative education courses, and repeated courses. Courses dropped for reasons that are determined by the institution to be totally beyond the control of the student shall not be counted.

## Amount of Tuition Rebate

- The amount of tuition to be rebated to a student under this program is \$1,000, unless the total amount of undergraduate tuition paid by the student to the institution awarding the degree was less than \$1,000, in which event the amount of tuition to be rebated is an amount equal to the amount of undergraduate tuition paid by the student to the institution.
- A student who paid the institution awarding the degree an amount of undergraduate tuition less than \$1,000 may qualify for an increase in the amount of the rebate, not to exceed a total rebate of \$1,000, for any amount of undergraduate tuition the student paid to other Texas public institutions of higher education by providing the institution awarding the degree with proof of the total amount of that tuition paid to other institutions.
- Tuition rebates shall be reduced by the amount of any outstanding student loan, including an emergency loan, owed to or guaranteed by this state, including the Texas Guaranteed Student Loan Corporation. If a student has more than one outstanding student loan, the institution shall apply the amount of the rebate to the loans as directed by the student. If the student fails to provide timely instructions on the application of the amount, the institution shall apply the amount of the rebate to retire the loans with the highest interest rates first.

## Responsibilities of Students

- Students desiring to qualify for tuition rebates are responsible for complying with all university rules and regulations related to administration of the program.
- Students desiring to qualify for tuition rebates are solely responsible for enrolling only in courses that will qualify them for the rebates.
- A student who has transferred from another institution of higher education is responsible for providing to the institution awarding

the degree official transcripts from all institutions attended by the student.

- Students must apply for rebates at the Office of the Registrar prior to receiving their baccalaureate degrees on forms provided by the institution and must keep the institution informed of their addresses for at least 60 days after their graduation date.

## Deposits

General Deposit \$10.00

All Upper Division, UTB Undergraduate and Graduate students must make a General Deposit to help offset the cost of property loss or damage and any other amounts owed to the institution. Applications for refunds will be processed at the Business Office. Money will remain on account until such time as the student graduates or officially withdraws from UTB/TSC. The General Deposit may not be paid in installments. Any deposit, which remains unclaimed four years from the date of last attendance, will be forfeited.

**Tuition and Fee Information can be found at <http://pubs.utb.edu/course-schedule>**

## REFUND POLICY

*Note: Refund policies are state mandated and strictly enforced.*

## TSC Lower, UTB Upper, University Plan and Graduate Courses

### Complete Withdrawal or Disenrollment

Students who completely withdraw or disenroll from all courses shall have their tuition and fees (except non-refundable fees) refunded according to the following schedule (not to include weekends or university holidays):

### Fall and Spring Semesters

Prior to the first university class day of the semester..... 100%  
During the (first) five university class days of the semester..... 80%  
During the (second) five university class days of the semester ..... 70%  
During the (third) five university class days of the semester ..... 50%  
During the (fourth) five university class days of the semester ..... 25%  
After the 20<sup>th</sup> university class day of the semester..... 0%

### Any Summer Session Lasting Five Weeks or Less

Prior to the first university class day of the semester..... 100%  
During the first university class day of the semester ..... 80%  
During the second university class day of the semester ..... 50%  
After the second university class day of the semester ..... 0%

Class days do not include University holidays or weekends.

Note: Financial aid students may have to repay funds to Title IV Financial Aid programs. Students must contact the Office of Student Financial Assistance in Tandy Hall 206 prior to withdrawing from all courses.

## Dropping a Course/s

TSC Lower, UTB Upper, University Plan and Graduate Courses

Students who reduce their semester credit hour loads by officially dropping a course or courses and remain enrolled at the institution will have tuition and fees refunded according to the following schedule (not to include weekends or university holidays):

During the first 12 university class days of the semester..... 100%  
On or after the 13<sup>th</sup> university class day of the semester..... 0%  
Class days do not include University holidays or weekends.

## **Refunds for Mini-Courses or Flex Entry Courses**

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Students who officially withdraw or drop mini courses or flex entry courses will have their tuition and specified mandatory fees refunded according to the start date and length of the course(s). Due to the variety of lengths of these courses offered at UTB/TSC, the Business Office must be consulted for the refund schedule. Note: National Writing Project refund policy will be configured when definite data exists. Contact the Office of Student Financial Assistance for the return of Title IV Funds policy for students who withdraw from all classes.