3. TUITION, FEES, CHARGES, AND DEPOSITS
TUITION, FEES, CHARGES, AND DEPOSITS

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TUITION AND FEE CHANGE

Tuition and fee amounts are subject to change by legislative action or by action of the Board of Regents of The University of Texas System. Changes will be effective upon the date of enactment and will be reflected in fees charged.

METHODS OF PAYMENT

Students are entitled to enter class or laboratory only after payment of their tuition and fees has been arranged using one of the alternatives discussed in this section. Once a payment option has been selected by the student at registration, no change in the payment plan will be allowed during the semester.

Full Payment

Under this option, the student makes full payment of all tuition and fees in advance of the beginning of the semester.

Installment Program

Under the installment option, the student pays one-half the tuition and eligible fees in advance of the beginning of the semester and one-fourth before the start of the sixth and 11th class weeks. There is a service charge of $16 for this payment option.

A late fee of $10 will be added to the student’s bill if an installment payment is not made by the due date. A student who fails to make full payment before the end of the semester may not receive credit for the work done that semester and will not be allowed to register for future semesters until the delinquent amount is paid.

Not all fees are eligible for payment in installments. The fees for parking, installment, orientation, and add/drop and the property deposit are not eligible for the installment payment program and must be paid in full on the initial billing.

Installment payments may only be chosen during the Fall and Spring Semesters. If the student chooses to use the installment option, a promissory note must be completed and filed in the Fiscal Services Office before the registration process can be considered complete.

All financial aid will be applied to total tuition and fees before calculation of the payment plan. Partial installment payments will not be accepted. Prepayment in full of an installment or of total installments, however, will be accepted any time after registration.

Refunds from the add/drop process will be prorated for remaining installments. Additional fees incurred from the add/drop process will be added to the balance due from registration, and the installment payments will be recalculated.
Accepted Forms of Payment

Payment may be made by credit card or personal check for the exact amount due, provided the bank transit number is encoded on the check in compliance with revised Federal Reserve Bank regulations. Students may not obtain cash by writing a check for a larger amount.

A bad check, whether written by mistake or otherwise, unless it is the admitted error of the bank concerned, is likely to delay actual payment and result in a penalty (see Returned Check Fee). If a check used for payment of advance registration is returned and is not cleared before the start of the semester, a late registration fee of $15 will be charged to the student.

Personal checks up to $5 may be cashed in the University Bookstore. Many local merchants will not cash out-of-town checks. It is recommended that students establish checking accounts in local banks before enrolling so that they can easily cash checks in the city.

PAYMENT AND REFUND POLICIES

Policies regarding the payment or refunding of tuition, fees, and charges are approved by the Board of Regents of The University of Texas System and comply with applicable state statutes. If a person desires clarification of any matter relating to payment or refund of such charges, he or she should contact the office or administrative unit from which the charge or refund originated.

Residence Regulations

Students’ status as residents or nonresidents will be made in accordance with Title 3 of the Texas Education Code. Questions regarding residence regulations or residence status should be directed to the Office of Graduate Studies.

A student entering or reentering UTSA may be required to file a residence questionnaire. Once residence is established, no change can be made in residence classification without the express authorization of the Registrar.

Refund Policy for Withdrawal or Dropped Courses

Withdrawing from UTSA

Withdrawal is the formal discontinuance of a student’s enrollment at UTSA and involves the student’s dropping all classes. Depending on the time of withdrawal, a student may be entitled to a refund of some part of the tuition and certain fees. The forms and exit survey needed for withdrawing from UTSA may be obtained in the Office of Admissions and Registrar.

The following table presents the descending scale of refund amounts for students withdrawing from UTSA. Students who wish to withdraw from a Summer Semester must withdraw from all courses for which they are registered in both terms of the Summer Semester.
UTSA will refund tuition and fees paid by a sponsor, donor, or scholarship to the source rather than directly to the student who has withdrawn if the funds were made available through the institution.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Time of Withdrawing</th>
<th>Amount of Refund of Tuition and Returnable Fees*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular (Fall or Spring)</td>
<td>Prior to the first class day</td>
<td>100% of applicable tuition and returnable fees</td>
</tr>
<tr>
<td>Semester</td>
<td>During the first 5 class days</td>
<td>80% of applicable tuition and returnable fees</td>
</tr>
<tr>
<td></td>
<td>During the second 5 class days</td>
<td>70% of applicable tuition and returnable fees</td>
</tr>
<tr>
<td></td>
<td>During the third 5 class days</td>
<td>50% of applicable tuition and returnable fees</td>
</tr>
<tr>
<td></td>
<td>During the fourth 5 class days</td>
<td>25% of applicable tuition and returnable fees</td>
</tr>
<tr>
<td></td>
<td>After the fourth 5 class days</td>
<td>No refund of tuition or fees</td>
</tr>
<tr>
<td>Summer Term</td>
<td>Prior to the first class day</td>
<td>100% of applicable tuition and returnable fees</td>
</tr>
<tr>
<td></td>
<td>During the first, second, or third class day</td>
<td>80% of applicable tuition and returnable fees</td>
</tr>
<tr>
<td></td>
<td>During the fourth, fifth, or sixth class day</td>
<td>50% of applicable tuition and returnable fees</td>
</tr>
<tr>
<td></td>
<td>After the sixth class day</td>
<td>No refund of tuition or fees</td>
</tr>
</tbody>
</table>

**Dropping Courses**

_Dropping_ refers to the removal of one or more individual courses from a student’s schedule while the student remains enrolled in at least one course for that semester. Refunds of applicable tuition and fees will be made for courses that a student drops on or before the Census Date, provided the student remains enrolled for that semester or term. No refund will be given for individual classes dropped after the Census Date.

Refunds for courses dropped by a student who withdraws from UTSA later in the semester or term will be calculated according to the percentage schedules in the refund policy above. Refund of tuition for dropped courses will be made only if the original payment exceeds the established minimum amount.

*Supplementary, general, laboratory, University Center, student services, medical services, Recreation Center, publication, international education, and class related

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Summer terms are considered as one semester for refund and drop purposes. Students who drop courses in either term should refer to Census Dates for refund purposes.

No refunds are made until 15 days have elapsed from the Census Date. Refund checks are mailed to the address indicated when the student withdraws from the University. Students entitled to refunds should allow 10 working days after the 15-day clearing period for receipt of the refund.

**Concurrent Tuition**

Students who register concurrently at more than one public institution of higher education in Texas may receive the benefits of a lower tuition rate. If, at the time of registration, a student can produce evidence of having already paid his or her tuition at another public institution of higher education in Texas, the student should present such evidence at the Fee Assessment Station during registration.

**Exemption from Tuition and Fees**

The statutes of the state of Texas prescribe certain cases in which students can be exempted from tuition and/or certain fees. The various types of exemptions and the fees to which such exemptions apply are described below; however, in each case it is the student’s responsibility to initiate the action of applying for an exemption through the Registrar’s Office and providing satisfactory evidence that conditions required for the exemption have been met. Until such time as the exemption is granted, a student will be required to pay tuition and fees from his or her own funds.

Students who might be eligible for an exemption should apply for the exemption at the Registrar’s Office at least one month before registration for the semester in which they plan to utilize the exemption provision. (Applications for the Good Neighbor Scholarship are accepted in the Office of Student Financial Aid in January and February before the academic year in which students plan to attend UTSA.)

<table>
<thead>
<tr>
<th>Description</th>
<th>Eligibility</th>
<th>Tuition and Fees Exempted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accredited school scholarship</td>
<td>Highest-ranking graduate of an accredited Texas high school</td>
<td>Tuition during first two regular (Fall and Spring) semesters following graduation</td>
</tr>
</tbody>
</table>
| Texas veterans                  | 1. Resident of Texas for 12 months before registration  
2. Bona fide resident of Texas at time of entering the service  
3. Served in the armed forces in World War I, World War II, the Korean War, the Cold War, the Persian Gulf War, or the Vietnam, Grenada, Lebanon, or Panama era  
4. Honorably discharged  
5. Not eligible for federal educational benefits | Tuition Laboratory fees Supplementary fees                                              |

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<table>
<thead>
<tr>
<th>Description</th>
<th>Eligibility</th>
<th>Tuition and Fees Exempted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children of disabled Texas firefighters and peace officers</td>
<td>Child (under 21) of disabled full-paid or volunteer firefighters; full-paid municipal, county, or state peace officers; custodians of the Department of Corrections; or game wardens who died or became disabled in the line of duty</td>
<td>Tuition Required fees*</td>
</tr>
<tr>
<td>Students who are blind or deaf</td>
<td>Person who is blind; person whose hearing is nonfunctional</td>
<td>Tuition Required fees* General Property Deposit</td>
</tr>
<tr>
<td>Children of Texas veterans</td>
<td>1. Either</td>
<td>Tuition Laboratory fees Supplementary fees</td>
</tr>
<tr>
<td></td>
<td>- child of a member of the armed forces who died during service in World War II, the Korean War, the Cold War, the Persian Gulf War, or the Vietnam, Grenada, Lebanon, or Panama era</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- orphan of members of the Texas National Guard killed since January 1, 1946, while on active duty</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Not eligible for federal educational benefits</td>
<td></td>
</tr>
<tr>
<td>Good Neighbor Scholarship</td>
<td>1. Native-born students from other designated nations of the American hemisphere³</td>
<td>Tuition</td>
</tr>
<tr>
<td></td>
<td>2. The following must be provided:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- evidence of native citizenship and proof of five years’ residency in that country</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- scholastic eligibility</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- valid student visa</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- other documentation as required (inquire at Office of Student Financial Aid)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Applications are available only in January and February for the following Summer, Fall, and Spring Semesters</td>
<td></td>
</tr>
<tr>
<td>Firefighters enrolled in fire science</td>
<td>Enrolled in course offered as part of the fire science curriculum courses</td>
<td>Tuition Laboratory fees Supplementary fees</td>
</tr>
</tbody>
</table>

*Supplementary, general, laboratory, student services, University Center, medical services, Recreation Center, library resources, publication, international education, and class related

**The state of Texas is limited to 235 Good Neighbor Scholarship recipients per year.

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<table>
<thead>
<tr>
<th>Description</th>
<th>Eligibility</th>
<th>Tuition and Fees Exempted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students in foster care</td>
<td>Student in foster or residential care under the conservatorship of the Department of Protective Services on or after the day preceding the student’s 18th birthday</td>
<td>Tuition Required fees* General Property Deposit</td>
</tr>
<tr>
<td>Children of Prisoners of War or Persons Missing in Action</td>
<td>Child (under 21) or dependent who receives majority of support from parent; parent must be classified by Department of Defense as a Prisoner of War or Missing in Action at the time of registration</td>
<td>Tuition Required fees*</td>
</tr>
</tbody>
</table>

**Title IV Program Refund**

As an institution participating in programs under Title IV of the Higher Education Act of 1965 as amended, UTSA is required to refund unearned tuition, fees, room and board, and other charges to certain students attending the institution for the first time who have received a grant, loan, or work assistance under Title IV of the act or whose parents have received a loan on their behalf under 20 U.S.C. § 1087-2. The refund is required if the student does not register for, withdraws from, or otherwise fails to complete the period of enrollment for which the financial assistance was intended. No refund is required if the student withdraws after a point in time that is 60 percent of the period of enrollment for which the charges were assessed. A student who withdraws before that time is entitled to a refund of tuition, fees, room and board, and other charges that is the larger of the amount provided for in § 54.006, Texas Education Code, or a pro rata refund calculated pursuant to § 484B of the act, reduced by the amount of any unpaid charges and a reasonable administrative fee not to exceed $25. UTSA will use the pro rata method for determining refunds of tuition and fees, as in the following example:

<table>
<thead>
<tr>
<th>Fall Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2 and 3</td>
</tr>
<tr>
<td>4</td>
</tr>
</tbody>
</table>

*Supplementary, laboratory, student services, University Center, medical services, Recreation Center, library resources, publication, international education, and class related

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Nonpayment of Debts

Students who fail to pay full tuition and fees, including late fees, on the due date are subject to one or more of the following actions at the University's option:

1. denial of readmission, including further registration
2. withholding of official transcripts
3. withholding a degree to which the student would otherwise be entitled
4. withholding of grades
5. all penalties and actions authorized by law.

When a student has any of the above actions against his or her record, it is the student's responsibility to clear any obligations with UTSA and see that the Registrar's Office is notified. No further services of the University will be provided until all obligations are cleared.

A student who pays tuition and fees with a check that is not subsequently honored by a bank and the fault is not that of the bank, and who does not make payment within 15 days, will be withdrawn from the University by the Registrar's Office for nonpayment of tuition and fees.

PROCEDURAL FEES

Add/Drop Fee

A $5 fee will be charged for each add or drop transaction processed during the add/drop period (beginning the first class day and ending on the Census Date). The fee will not be charged during the priority registration period or for transactions initiated by UTSA. This fee is nonrefundable.

Application Fee

UTSA charges a nonrefundable application fee of $25 for students applying for admission or readmission to the University. The fee is also charged upon reapplication for admission following academic dismissal.

Auditing Fee

Auditors of courses must submit a Request for Audit form to the Registrar for approval. Students registered at UTSA may, with the approval of the instructor and Dean of the college in which the course is offered, audit courses by paying a nonrefundable auditing fee of $25 a course.

Upon approval of a Request for Audit form, a nonstudent auditor must pay a nonrefundable auditing fee of $50 a course. Nonstudents over the age of 65 are permitted to audit without paying a fee, provided space is available and a Request for Audit form is approved. Nonstudent auditors who wish to have library privileges may receive them by filling out a Friends of the UTSA Library application at the circulation desk in the UTSA Library on the second floor of the John Peace Library Building, and by paying a nonrefundable fee. There are limits on the services offered
to Friends of the UTSA Library cardholders; further details are available at the circulation desk.

Permission to audit may be obtained and fees paid beginning the first day of class through the Census Date.

Auditors of courses must register their vehicles and obtain parking permits from the Office of Fiscal Services.

**Degree Application Fee**

A $30 application fee is required of candidates for a degree. Application for a degree must be made at the Office of Graduate Studies, and the fee must be paid according to the dates listed in chapters 6 and 7, Master’s and Doctoral Degree Regulations. This fee is nonrefundable and must be paid each time an application for degree is filed. The degree application fee does not cover cap and gown rental or purchase.

**Duplicate Diploma Fee**

A $15 fee will be charged for each request for a duplicate diploma.

**Late Registration Fee**

A late registration fee of $5 is charged for the first day of late registration, and an additional $2.50 a day is assessed thereafter. The maximum late registration fee for any one semester or term is $15. This fee may be waived only in extenuating circumstances by the President or his delegate. The late registration fee is nonrefundable.

**SEMESTER FEES**

**Mandatory Semester Fees**

**First Semester Only**

Students are assessed the following onetime charges in their first semester at UTSA.

**General Property Deposit.** Every student must make a general property deposit of $10 at the time of initial registration to protect the University from losses such as property loss, damage, or breakage; violation of rules in any University library or laboratory; failure to return keys furnished by the University; or damage to or loss of any other University property.

The deposit is refunded upon request, less outstanding charges, only when the student officially withdraws from school or graduates. When the property deposit refund is requested, the student has the option to elect that the property deposit be used to pay his or her first year’s dues in the UTSA Alumni Association. The form for requesting a refund or that the deposit be used for association dues is available at the Fiscal Services Office.
A general property deposit that remains without call for refund for a period of four years from the date of last attendance at UTSA shall be forfeited, and the deposit shall become operative to the permanent use and purpose of student scholarships.

**Every Semester**

Certain services and benefits are provided every semester by UTSA to all students. These are supported by tuition and the following fees: student services, University Center, automated services and computer access, library resources, Recreation Center, university publication, international education, and medical services. Students are assessed these fees each semester. Refer to the tuition and mandatory fees tables on pp. 85–86 for semester totals.

**Tuition.** Pursuant to Subchapter B, Chapter 54, Texas Education Code, each student who registers at UTSA is required to pay tuition* according to the number of semester credit hours for which registration is completed and according to his or her residence classification (see tuition and mandatory fees tables).

**Student Services Fee.** A compulsory student services fee is charged to all students. This fee provides services and activities that are separate and apart from the regularly scheduled academic functions of the University and directly involve or benefit students. These services and activities include recreational activities, intramural and intercollegiate athletics, artists and lecture series, cultural entertainment series, student government, and any other student activities and services specifically authorized and approved by the Board of Regents. Students are assessed this fee based on the number of semester credit hours they register for (see tuition and mandatory fees tables).

**University Center Fee.** The University Center fee is $4 per semester credit hour. The minimum fee is $20 and the maximum is $44 per semester.

**Automated Services and Computer Access Fee.** Each student who registers at UTSA is required to pay a $12 per semester credit hour fee. The minimum fee is $48 and the maximum fee is $144 per semester.

**International Education Fee.** A $1 per semester fee will be assessed all students enrolled at UTSA to cover the costs of the international education program.

**Library Resources Fee.** A fee of $2 per semester credit hour is charged all students who register at UTSA to defray costs of providing direct services and supplies, including online access to full-text databases, academic indexes, and printed books and journals.

**Medical Services Fee.** A $15 per semester fee is assessed all students for medical services provided at Student Health Services.

**Recreation Center Fee.** The Recreation Center fee is $1 per semester credit hour, with a maximum of $30 per semester.

*See Exemption from Tuition and Fees in this chapter.
Tuition, Fees, Charges, and Deposits

**Student Photo Identification Charge.** A charge of $3 is assessed each regular Fall and Spring Semester and each summer term for the issuance of a student photo identification card.

**University Publication Fee.** A $5 per semester fee will be assessed all students to cover the costs of providing catalogs, class schedules, and other official publications.

**Possible Additional Semester Fees**

Depending on the degree pursued or the courses selected by a student, additional fees may be required. Students should be aware of additional fees incurred by their degree or course selection. Some (not all) of these fees are noted by the course listing in the Schedule of Classes.

**Architecture Resource Fee**

A $25 fee is assessed students who are registered in certain architecture courses to provide materials and supplies for various projects and experiments.

**Architecture Studio Use Fee**

A fee of $25 per course is assessed students enrolled in courses in the architecture curriculum who will use any of the studios under the direction of the Division of Architecture and Interior Design.

**Communication Materials Fee**

A $5 fee is assessed students who are registered in certain communication courses to provide materials and supplies used during the semester.

**Educational Field Instruction Fee**

A $40 fee will be assessed students during their semester of student teaching and students in special education practicum settings, counseling practica, and student internships.

**EIS Auxiliary Fee**

A $20 per course fee is assessed international students taking courses in English for International Students (EIS).

**Field Trip Fee**

A supplementary fee is assessed students in certain courses to pay for the expenses of field trips.

**Foreign Language Multimedia Learning Center Fee**

Each student who registers for a foreign language course is required to pay a $7 per course fee.
Foreign Student Insurance Fee

International students are required to purchase the UT System Medical Insurance Plan for students, which covers basic medical expenses for injury and sickness. The plan is in compliance with the United States Information Agency’s regulations. The fee is assessed as part of the regular tuition and fee charges. A waiver of this fee is available, provided the student shows proof of coverage by a comparable U.S. health plan and UTSA approves the comparable health coverage. This waiver must be submitted before the Census Date.

Graphic Art Centre Fee

A fee of $1,666 per semester is assessed students who participate in Art 4593 at the Santa Reparata Graphic Art Centre.

Installment Payment Plan Fee

A $16 charge is assessed when a student elects to pay tuition and fees under the installment payment plan. This charge is normally included in the first installment payment.

Instrument User Fee

In certain music courses, an instrument user fee of $20 per course may be charged. A notation of this fee appears with the course listing in the Schedule of Classes.

Laboratory Fee

In certain courses a laboratory fee, not to exceed the actual cost of materials and supplies and no less than $2 or more than $30, may be charged. When a laboratory fee is charged, the Schedule of Classes indicates the associated fee.

Music Course Fee

A $10 per course fee for nonmusic majors is assessed students who are registered in a course that uses equipment for instruction purposes. Music majors are charged $25 per semester to defray the cost of equipment maintenance.

Parking Fees

Vehicles parked on the campus must comply with UTSA Parking and Traffic Regulations. Copies of these regulations are available during registration and in the University Police Traffic Office. Parking fees for students are shown in the table on the next page.
Parking permits are available for persons with disabilities in accordance with applicable statutory law and UTSA Parking and Traffic Regulations. Refunds for unused portions of parking permits must be requested on the Refund Request form available in the University Police Traffic Office. Refunds are made in accordance with the UTSA Parking and Traffic Regulations, Section 6, para I.

Physical Education Fees

*Physical Education Activity Fee.* A fee of $10 for a semester or summer term is required for physical education courses or activities. Lockers, towels, and locks are provided.

*Equipment and Lane Fee.* A fee of $60 for a semester or summer term is required for physical education bowling courses.

*Driving Range Fee.* A fee of $44 for a semester or summer term is required for physical education golf activity courses.

*Swimming Pool Fee.* A fee of $22 for a semester or summer term is required for physical education swimming activity courses.

*Studio Art Fee*

A fee of $25 per course is assessed students enrolled in visual arts courses that will use any of the studios under the direction of the Division of Visual Arts.
Supplementary and Special Fees

Some art, music, and other courses may require supplementary or special fees. When such fees are charged, the Schedule of Classes indicates the associated fee.

Visual Resource Collections Fee

A charge of $7 per course is assessed to defray the costs of course support materials, such as the slide library, for art history and criticism courses.

Writing Materials Fee

A fee of $5 per course is assessed for English composition courses.

FEES FOR RESOURCE USE

Foreign Language Testing Fee

A charge of $10 per course is assessed for testing to evaluate students for placement in foreign language programs.

Locker Fee

Students who wish to use lockers in the library and in the music, architecture and interior design, and visual arts divisions will be required to pay a $15 per semester fee.

Teacher Placement Service Fee

Enrolled students and alumni may register for teacher placement services with the Office of Teacher Advising, Certification, and Placement for a setup fee of $5. Others who wish to establish a placement file are charged a setup fee of $35. A handling fee of $5 is charged for each set of credentials provided after initial registration. All fees are payable in advance.

Tennis Center Fee

Dependents of full-time students and faculty and staff and their dependents may use the Tennis Center at specified hours and are charged fees according to the schedule below. Users who pay the Tennis Center fee have access to any of the other athletic facilities.

Lockers and locks are provided. In order for a spouse or child to use the Tennis Center, the faculty or staff member must first pay his or her use fee. Children must be accompanied by a parent or guardian.

Student Dependents. Spouses and children of full-time students are entitled to use the Tennis Center and other athletic facilities according to the schedule below. A full-time graduate student is one enrolled for at least 9 semester credit hours in the Fall or Spring Semester and for 3 semester credit hours in a five-week summer term or 5 hours in a 10-week summer term.
<table>
<thead>
<tr>
<th>Category of User</th>
<th>Annual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Full-time student’s spouse</td>
<td>$6 per semester</td>
</tr>
<tr>
<td>2. Full-time student’s child</td>
<td>$6 per semester</td>
</tr>
</tbody>
</table>

**UTSA Personnel and Dependents.** Full-time faculty and staff who wish to use the Tennis Center and other athletic facilities are charged fees according to the following schedule.

<table>
<thead>
<tr>
<th>Category of User</th>
<th>Annual Cost</th>
</tr>
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<td>3. Faculty-staff child</td>
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**Guests.** Guests of students, faculty, and staff may use the Tennis Center at certain hours for $1.50 per person for a 1-1/2 hour reservation. Guest fees are payable at the Tennis Center office.

**Thesis and Dissertation Binding Fee**

A fee of $10 per copy is charged for binding the five official copies of the thesis and five official copies of the dissertation filed with the University.

**Thesis and Dissertation Publishing Fee**

A microfilming publishing fee of $40 for the master’s thesis and $50 for the dissertation is charged. A student may choose not to publish the master’s thesis, but dissertation publication is required.

**Thesis and Dissertation Copyright Service Fee**

An optional copyright fee of $35 may be made at the student’s request.

**Transcript Fee**

A charge of $5 is made for each UTSA transcript to be processed and mailed within 48 hours. A charge of $8 is required if the transcript is to be provided within one hour. This fee must be paid before a transcript will be issued.
<table>
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<tr>
<th>Number of Hours</th>
<th>Tuition: Resident/Military</th>
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<th>Student Services Fee</th>
<th>University Center Fee</th>
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MIN $154.00 MAX $48.00 Per Credit Hour $110.00 $326.00 $15.00 $4.00 $12.00

Tuition and fee amounts are subject to change by legislative action or by action of the Board of Regents of The University of Texas System. Changes in tuition and fees will be effective upon the date of enactment. Refer to each semester’s Schedule of Classes for current tuition and fee amounts. Other semester fees include the library resources fee, $2 per semester credit hour; Recreation Center fee, $1 per
<table>
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<th>Number of Hours</th>
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MIN: $110.00  MAX: $1,980.00
Per Credit Hour: $110.00  $326.00  $15.00  $4.00  $12.00

TUITION AND MANDATORY FEES—FIVE-WEEK SUMMER TERM
UTSA Athletic Facility Use Fee

Athletic facilities available are the physical education gymnasiums, weight rooms, Tennis Center, and track. Lockers, locks, and towels are provided. In order to use these facilities, a current UTSA student identification card or membership card must be presented. Enrolled students may use the athletic facilities at no cost during normal hours of operation. Athletic facility memberships are available to faculty, staff, UTSA Alumni Association members, and spouses. Memberships may be purchased at the Equipment Room on the lower level of the Physical Education Building.

Authorized users may be accompanied by two guests per visit. Guest fee is $5 per visit.

People using the athletic facilities must be at least 18 years old. All fees are nonrefundable.

<table>
<thead>
<tr>
<th>Category of User</th>
<th>Annual Cost</th>
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<tbody>
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<td>UTSA student--currently enrolled</td>
<td>No cost</td>
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<td>UTSA student--spouse</td>
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<tr>
<td>UTSA Alumni Association member</td>
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<td>UTSA Alumni Association member spouse</td>
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<tr>
<td>Guests</td>
<td>$5 per visit</td>
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</table>

PENALTY FEES

Late Payment Fee

A late fee of $10 is added to a student's bill when an installment payment is not paid by the due date.

Library Fines for Overdue Materials and Lost or Damaged Items

Fines are charged for overdue library materials and for library items that are lost or damaged. UTSA Library regulations on borrowing and fines are available at the circulation desk.
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<td>Varies by cost</td>
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<td>Lost or damaged items</td>
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<td>Overdue: two-day materials</td>
<td>$1 per day; maximum $7.50 per item</td>
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<td>Recalled for reserve or for use by another patron after recall</td>
<td>$1 per day after a five-day grace period</td>
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**Parking Fines**

Unpaid parking fines place a financial hold on student records and will interfere in the registration process or the transcript release process.

**Property Damage Charges**

Property damage charges are assessed to students for property loss, damage, or breakage; violation of rules in any University library or laboratory; failure to return keys issued by the University; or damage to or loss of any other UTSA property. Charges are billed directly to the student or are collected by the department upon reissue of supplies or property. Failure to pay the charges promptly results in denial of the student’s readmission or reenrollment and the University’s refusal to issue the student’s transcript.

**Returned Check Fee**

A charge of $15 is assessed for each returned check to offset the cost of handling. The University will not accept a check from a student who has wittingly or unwittingly written two bad checks.