

### **III. TUITION, FEES, CHARGES, PENALTIES AND DEPOSITS**

## PAYMENT AND REFUND POLICIES

All 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.

### PAYMENT

Students are entitled to enter class or laboratory only after their tuition, fees, and deposits have been paid.<sup>1</sup> Payment may be made by personal check for the exact amount due, provided the bank transit number is encoded thereon in compliance with revised Federal Reserve Bank regulations. Checks for larger amounts, if the difference is to be paid in cash to the students, cannot be accepted. In paying by check, students should exercise care. A bad check, whether given by mistake or otherwise, unless it is the admitted error of the bank concerned, is likely to delay actual payment and thus result in a penalty as outlined in the section on Bad Check Charges.

Personal checks may be cashed in the University Bookstore for an amount up to \$20.00. It is recommended that students establish checking accounts in local San Antonio banks before enrolling in order that they can easily cash checks in the city. Many local merchants will not cash out-of-town checks.

### TUITION

Pursuant to Subchapter B, Chapter 54, Texas Education Code, each student who registers at UT San Antonio is required to pay tuition<sup>2</sup> according to the number of semester credit hours for which registration is completed and according to his/her residence classification, as set forth in the tables on the following pages:

## TUITION EACH SEMESTER

Number of Hours Taken <sup>3</sup>	RESIDENTS OF TEXAS	NONRESIDENTS	
		U.S. Citizens	Foreign Students
1	50.00	40.00	40.00
2	50.00	80.00	80.00
3	50.00	120.00	120.00
4	50.00	160.00	160.00
5	50.00	200.00	200.00
6	50.00	240.00	240.00
7	50.00	280.00	280.00
8	50.00	320.00	320.00
9	50.00	360.00	360.00
10	50.00	400.00	400.00
11	50.00	440.00	440.00
12	50.00	480.00	480.00

<sup>1</sup>All tuition charges and fees are subject to change without notice.

<sup>2</sup>See Exemption from Tuition and Fees in this section of the catalog.

<sup>3</sup>Tuition for resident or nonresident students registered for thesis or dissertation credit only is \$12.00 for residents of Texas and \$50.00 for nonresidents (U.S. citizens and foreign students) in those instances where such credit is the final credit-hour requirement for the degree in progress.

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13	52.00	520.00	520.00
14	56.00	560.00	560.00
15	60.00	600.00	600.00
16	64.00	640.00	640.00
17	68.00	680.00	680.00
18	72.00	720.00	720.00
19	76.00	760.00	760.00
20	80.00	800.00	800.00
21	84.00	840.00	840.00
Each Additional Hour	4.00	40.00	40.00

## TUITION SUMMER SESSION

Number of Hours Taken <sup>4</sup>	RESIDENTS OF TEXAS		NONRESIDENTS	
	Each Summer Term	Entire Summer Session	U.S. Citizens	Foreign Students
1	25.00	50.00	40.00	40.00
2	25.00	50.00	80.00	80.00
3	25.00	50.00	120.00	120.00
4	25.00	50.00	160.00	160.00
5	25.00	50.00	200.00	200.00
6	25.00	50.00	240.00	240.00
7	28.00	50.00	280.00	280.00
8	32.00	50.00	320.00	320.00
9	36.00	50.00	360.00	360.00
10	40.00	50.00	400.00	400.00
11	44.00	50.00	440.00	440.00
12	48.00	50.00	480.00	480.00
13	52.00	52.00	520.00	520.00
14	56.00	56.00	560.00	560.00
Each Additional Hour	4.00	4.00	40.00	40.00

### CONCURRENT TUITION

Students who register at more than one public institution of higher education in Texas concurrently **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.

### RESIDENCE REGULATIONS

A student entering or re-entering The University of Texas at San Antonio may be required to file a residence questionnaire. The student's status as a resident or non-resident will be made in accordance with the Texas Education Code.<sup>5</sup> If the applicant

<sup>4</sup>Tuition for resident or nonresident students registered for thesis or dissertation credit only is \$12.00 for residents of Texas and \$50.00 for nonresidents (U.S. citizens and foreign students) in those instances where such credit is the final credit-hour requirement for the degree in progress.

<sup>5</sup>For residence regulations, consult the Office of Admissions and Registrar.

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has any doubt about his/her status, he/she should consult the Director of Admissions and Registrar prior to registration. There can be no change in residence classification without the express authorization of the Registrar.

### **PENALTY FOR PAYMENT OF TUITION UNDER INCORRECT RESIDENCE CLASSIFICATION**

Responsibility for registering under the proper residence classification rests with the student. A student who wrongly pays the Texas, rather than the nonresident, tuition is subject to a penalty of \$10.00 for each registration under incorrect residence classification. In addition, if a student has obtained residence classification by virtue of deliberate concealment or misrepresentation of facts, he/she may be subject to disciplinary action.

### **GENERAL FEE AND STUDENT SERVICES FEE**

Each student who registers at UT San Antonio is required to pay general fees and services fees<sup>6</sup> according to the number of semester credit hours for which registration is completed, as set forth in the table below:

<b>SEMESTER HOURS</b>	<b>GENERAL FEE<sup>7</sup></b>	<b>STUDENT SERVICE FEE</b>
1	6.00	2.50
2	12.00	5.00
3	18.00	7.50
4	24.00	10.00
5	30.00	12.50
6	36.00	15.00
7	42.00	17.50
8	48.00	20.00
9	54.00	22.50
10	60.00	25.00
11	66.00	27.50
12	72.00	30.00
13	78.00	30.00
14	84.00	30.00
15	90.00	30.00
Each Additional Hour	6.00	-0-

### **STUDENT UNION FEE**

Student Union Fees are as follows:

\$ 9.00 per student each regular session; \$4.50 each summer session, 1980-81  
\$12.00 per student each regular session; \$6.00 each summer session, 1981-82

### **DEGREE APPLICATION FEE**

An \$8.00 application fee is required of candidates for a degree. Application for a degree must be made at the Registrar's Office and the fee paid according to the specific dates listed under Application for the Degree. This fee is not refundable and

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<sup>6</sup>See Exemption from Tuition and Fees in this section of the catalog

<sup>7</sup>The General Fee is authorized by statute for use and availability of university buildings and facilities.

must be paid each time an application for a degree is filed. Cap and gown rental is not provided as part of the degree application fee.

Veterans attending The University under an exemption<sup>8</sup> are not exempt from payment of this fee.

### **LATE REGISTRATION FEE**

A late registration fee of \$5.00 is charged for the first day of the late registration, and an additional \$2.50 per day is assessed thereafter. The maximum late registration fee for any one term is \$15.00. This fee may be waived only in extenuating circumstances by the President or his delegate. The late registration fee is not refundable.

### **LIBRARY FEE FOR LIMITED BORROWER'S CARD**

By paying \$15.00, a Texas resident may obtain a Limited Borrower's Card for borrowing unrestricted materials in person; this fee is also required of non-students who are auditing UT San Antonio courses and who wish library privileges. Persons holding a Limited Borrower's Card are charged a fee of \$2.00 (plus copying costs, if any) for each interlibrary loan request.

### **LIBRARY FINES FOR OVERDUE MATERIALS AND FOR LOST OR DAMAGED ITEMS**

Fines are charged for overdue library materials and for library items that are lost or damaged.<sup>9</sup>

### **CHALLENGING UNDERGRADUATE COURSES BY EXAMINATION FEE**

A fee of \$15.00 per examination is required of students who challenge UT San Antonio undergraduate courses. Procedures for challenging undergraduate courses by examination are set forth under Bachelor's Degree Regulations in this catalog.

### **BAD CHECK CHARGE**

A charge of \$5.00 is assessed for each returned check to offset the cost of handling dishonored checks. The University will not accept a check from a student who willingly or unwittingly has previously given two bad checks.

### **REPLACEMENT OF STUDENT IDENTIFICATION CARD CHARGE**

A charge of \$2.00 is assessed for the issuance of a duplicate student identification card. This charge must be paid at the time the application for the duplicate is made.

### **TRANSCRIPT CHARGE**

A charge of \$1.00 is made for each UT San Antonio transcript. This fee must be paid before a transcript will be issued.

### **LABORATORY FEE**

In certain courses a laboratory fee, not to exceed the actual cost of materials and supplies and not less than \$2.00 nor more than \$8.00, may be charged. When a

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<sup>8</sup>See Exemption for Tuition and Fees in this section of the catalog.

<sup>9</sup>Borrowing and fine regulations of the John Peace Library are available in the Library.

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laboratory fee is charged, the schedule of classes indicates the associated fee. For each course which involves the use of computers in instruction, a laboratory fee of \$8.00 is charged.

### **SUPPLEMENTARY AND SPECIAL FEES**

Certain art, music and other courses may require supplementary or special fees. When such fees are charged, the schedule of classes indicates the associated fee.

### **AUDITING FEE**

All auditors of courses must submit an approved Request for Audit Form to the Registrar.

Students registered at UT San Antonio may, with the approval of the instructor and Dean of the College in which the course is offered, audit courses by paying an auditing fee of \$5.00 per course. The audit fee is not refundable.

Upon approval of a Request for Audit Form, a non-student auditor must pay an auditing fee of \$25.00 per course. The fee is not refundable. Non-students over 65 are permitted to audit without paying a fee, provided space is available and a Request for Audit Form is approved. Non-student auditors who wish library privileges may receive them by paying a non-student library deposit (Limited Borrower's Deposit) of \$15.00 at the John Peace Library.

Permission to audit may be obtained and fees paid only during the late registration period.

### **PARKING FEES**

Parking fees for students are as follows:

Class B	\$15.00 Student parking permit 10.00 if purchased during the spring semester 5.00 if purchased during summer session
Class D	6.00 Motorcycles, motor scooters, motor bicycles 4.00 if purchased during the spring semester 2.00 if purchased during summer session
Class M	1.00 Bicycles .50 for less than twelve months

Student vehicles bearing valid State of Texas Disabled Veteran's licence plates are exempt from the payment of parking fees. A partial refund is made for any remaining term(s) in which the student does not enroll. Applications for such refunds may be obtained from the Bursar's Office.

All vehicles parking on the campus must be in compliance with the *UTSA Parking and Traffic Regulations*. Copies of these regulations are available during registration, and in the University Police office and Bursar's office.

### **FIELD TRIP FEE**

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

### **PHYSICAL INSTRUCTION LABORATORY FEE**

A fee of \$4.00 for a semester or a summer term is required of every student registering for physical instruction. Lockers, towels, and locks are provided.

**STUDENT GYMNASIUM AND FACILITY USE FEE**

Students not registered for physical education activity class who desire to use a locker and a lock may obtain it by paying a fee of \$2.00 for a semester or summer session or any part thereof. Towels are not provided.

**UTSA FACULTY AND STAFF GYMNASIUM AND FACILITY USE FEE**

Faculty and staff gymnasium and facility use fees are required. Faculty and staff (and their guests) may use the Convocation Center and Gymnasium and other recreational facilities at specified hours only. Fees are charged according to the schedule below. Lockers and locks are provided. In order for a spouse or a child to use the facilities, the student, faculty, or staff member must first pay his/her use fee. Children must be accompanied by a parent or guardian.

<b>CATEGORY</b>	<b>ANNUAL FEE</b>
A. UTSA Personnel	
1) Faculty-staff member	\$12.00
2) Faculty-staff spouse	6.00
3) Faculty-staff child	3.00 (maximum of \$25.00 per family)
4) Student spouse	3.00
5) Student child	1.00
B. Guest fee	\$ 1.00
Guest of UT San Antonio student, faculty member, or staff member	

These fees are non-refundable.

**TENNIS CENTER FEE**

Students registered for an HPE activity class and all students who have paid the gymnasium and facility use fee may use the Tennis Center. In addition, full-time student dependents, UTSA full-time faculty and staff and their dependents, and the general public may use the Tennis Center at specified hours. Fees are charged according to the schedule below. By paying the Tennis Center fee, a person is entitled to use any of the other athletic facilities.

*Student Dependents.* The spouse or child of a full-time student may use the Tennis Center and all other athletic facilities. Fees are charged according to the schedule below. A full-time undergraduate student is one enrolled for at least 12 semester hours in the fall or spring semester or for 6 or more hours during a summer term.

<b>CATEGORY</b>	<b>ANNUAL FEE</b>
1. Full-time student spouse	\$6.00 per semester or entire summer
2. Full-time student child	6.00 per semester or entire summer

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

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*UTSA Personnel and Dependents.* Full-time faculty and staff desiring to use the Tennis Center are charged according to the schedule below:

<b>CATEGORY</b>	<b>ANNUAL FEE</b>
1. Faculty-staff member	\$12.00
2. Faculty-staff spouse	12.00
3. Faculty-staff child	12.00 (maximum of \$40.00 per family)

*General Public and Guests.* The general public and guests of UTSA students and personnel may use the Tennis Center at certain hours for \$1.50 per person for a 1½ hour reservation. Part-time faculty and staff, and dependents of part-time faculty, staff and students are considered in the category of general public. The University of Texas Health Science Center at San Antonio faculty/staff/students and The Institute of Texan Cultures employees are in this category. The University reserves the right to give the general public lowest priority in use of the Tennis Center. General public and guest fees are payable at the Tennis Center office.

### **DUPLICATE FEE RECEIPT**

A service charge of \$1.00 is assessed for the issuance of a duplicate fee receipt. This charge must be paid at the time the application for a duplicate fee receipt is made.

### **GENERAL PROPERTY DEPOSIT**

Every student must make a general property deposit of \$10.00 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. 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 re-enrollment and in refusal to issue the student's transcript by The University. The property deposit records are reviewed periodically, and if charges have been made against the deposit, the student may be required to bring the deposit up to \$10.00.

The deposit will be refunded upon request, less outstanding charges, only when the student *officially* withdraws from school or graduates. A general property deposit which remains without call for refund for a period of four years from the date of last attendance at The University shall be forfeited, and the deposit shall become operative to the permanent use and purpose of student scholarships.

### **CAREER PLANNING AND PLACEMENT REGISTRATION FEE**

UT San Antonio students and alumni interested in a credential file for employment purposes or for application to graduate or professional school, are invited to use the services of the Career Planning and Placement Center. There is no registration fee for students currently attending UT San Antonio. There is a \$3.00 fee for alumni who are interested in using the Career Planning and Placement Center services after leaving UT San Antonio. Active registrants may make use of the full range of services offered by the Center, e.g., on-campus interviewing, part-time job service, resume and interview seminars, vacancy listings, direct job referral, and duplication and mailing of credential file materials to prospective employers.



## TEACHER PLACEMENT SERVICE FEE

Presently enrolled students of The University of Texas at San Antonio may register for teacher placement services with the Office of Teacher Certification and Placement on a no fee basis. UT San Antonio alumni are assessed a \$3.00 annual fee for the same services. Both students and alumni receive, as part of their registration, the preparation, duplication and maintenance, of three sets of credentials. A fee of \$1.00 is assessed for each additional set requested by the registrant during his/her current year of registration.

## PROFESSIONAL LIABILITY (MALPRACTICE) INSURANCE

Prior to official registration for courses that place them in a clinical situation, allied health students are required under the Rules and Regulations of The University of Texas System Board of Regents to show evidence of professional liability (malpractice) insurance coverage. The Director of the Division of Allied Health and Life Sciences may be consulted relative to obtaining such insurance.

## 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 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 all conditions required for the exemption have been met. Until such time as the exemption is granted, a student is required to pay all 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 prior to registration for the term in which they plan to utilize the exemption.

*Exemption of Texas ex-service personnel.* Legal residents of Texas are exempted from tuition and all fees and charges except property deposit fees, student services fees and any fees or charges for lodging, board, or clothing when they meet *all* the following criteria prior to the end of the registration period for the term that the exemption is claimed:

1. They have resided in Texas for a period of not less than twelve (12) months prior to the date of registration.
2. They served in the armed forces or in certain auxiliary services in World War I, World War II, the Korean conflict, or the Cold War. If service was in the Cold War, they must have served on active military duty (other than for training) for more than 180 days.
3. They were *bona fide* legal residents of the state at the time of entering service.
4. They were honorably discharged from service (those who served in World War II and who were discharged because of being over the age of thirty-eight or because of a personal request are not eligible for this exemption).
5. They are not eligible for education benefits provided for veterans by the United States Government.

*Benefits for children of Texas veterans.* Exemption from payment of tuition and all fees and charges, except property deposit fees, student services fees and any fees or charges for lodging, board, or clothing is extended to children of members of the armed forces who were killed in action or died while in the service in World War II or the Korean conflict or in the Cold War, and to orphans of members of the Texas National Guard and the Texas Air National Guard killed since January 1, 1946 while on active duty.

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*Exemption of children of certain disabled public employees.* Children of certain firemen, peace officers, employees of the Texas Department of Corrections, and game wardens who have suffered injury in death or disability sustained in the line of duty are exempt from payment of all tuition, fees, and charges except general property deposit or to fees or charges for lodging, board, or clothing.

*Exemption of certain deaf and blind students.* Blind or deaf persons who are Texas residents are, under certain conditions, exempt from payment of tuition and all fees and charges except any fees or charges for lodging, board, or clothing.

*Children of prisoners of war or persons missing in action.* A dependent child under 21 years of age, or a person under 25 years of age who receives the majority of support from his or her parent or parents, is exempted from the payment of tuition and all fees and charges, except property deposit fees and any fees or charges for lodging, board, or clothing if he or she is the dependent child of any person who is a domiciliary of Texas on active duty as a member of the armed forces of the United States and who at the time of registration is classified by the Department of Defense as a prisoner of war or as missing in action.

*General Fee.* When the payment of this required fee causes undue hardship, a student may receive an exemption from payment of the fee by making application through the Office of Student Financial Aid. Exemptions are limited to 5% of the total enrollment.

*Exemption of Certain High School Graduates.* The highest ranking graduate of an accredited Texas high school, as certified by the Texas Education Agency, is exempt from the payment of tuition during both semesters of the first regular session immediately following graduation.

### **REFUND POLICY AND ADJUSTMENT OF FEES FOR STUDENTS WITHDRAWING, ADDING, OR DROPPING COURSES**

A student who officially withdraws from The University prior to the first class day will be refunded 100% of collected tuition and returnable fees, but will be assessed a \$15.00 matriculation fee. This fee will be deducted from the balance of tuition and refundable fees owed to the student.

In a Fall or Spring semester, upon surrender of the student identification card, a student withdrawing officially a) during the first five class days receives a refund of 80 percent of the applicable portion of the tuition and fees; b) during the second five class days, 70 percent; c) during the third five class days, 50 percent; d) during the fourth five class days 25 percent; e) after the fourth five class days, no refund. In a summer term, a student withdrawing officially a) during the first three class days receives a refund of 80 percent of the applicable portion of the tuition and fees; b) on the fourth, fifth, or sixth day, 50 percent; c) the seventh day of classes and thereafter, no refund.<sup>10</sup>

A student who enrolls in The University for a given term and who is subsequently required to withdraw because of academic dismissal the previous term, receives a full refund of all tuition and fees and is not assessed the \$15.00 matriculation fee.

Refunds of tuition, applicable fees, general fees, and student service fees are made for courses dropped during the first twelve class days in the fall and spring or during the first four class days in a summer term if the student paid more than the minimum required and if the student has dropped below the total number of hours for which he or she originally registered. Tuition and applicable fees for added courses are billed to the student.

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<sup>10</sup>These refund percentages are applicable to tuition, the supplementary fees, the general fee, laboratory fees, and the student service fee.

The University 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.

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 ten working days after the fifteen-day clearing period for receipt of the refund.

The University reserves the right to deduct from the refund any outstanding financial obligations owed The University.

### **DEBTS OWED THE UNIVERSITY**

In the event of non-payment of debts owed to The University (or failure to meet admission requirements), any of the following actions may be taken:

1. Denial of readmission of the student.
2. Denial of further registration.
3. Withholding of official transcripts.
4. Withholding a diploma to which the student would otherwise be entitled.

When a student has any of the above actions against his or her record, it is the student's responsibility to clear obligations with The University 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 which is not subsequently honored by a bank and the fault is not that of the bank and who does not make payment within five days will be withdrawn from The University by the Registrar for non-payment of tuition and fees.

