

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 payment of their tuition and fees has been arranged using one of the following alternatives:¹

- a) Full payment of tuition and fees in advance of the beginning of the semester.
- b) One-half payment of tuition and fees in advance of the beginning of the semester and one-half payment prior to the start of the eighth class week.
- c) One-fourth payment of tuition and fees in advance of the beginning of the semester and separate one-fourth payments prior to the fourth, eighth, and twelfth class weeks.

A student may choose option (b) or (c) only during the fall and spring semesters. A service charge of \$11.00 will be added to the student's bill if alternative (b) or (c) is chosen.

If the student chooses to use the installment options, a promissory note must be completed and be on file in the Bursar's office before the registration process can be considered complete.

No change in the payment plan chosen by the student at Registration will be allowed during the semester.

A student who fails to provide full payment of tuition and fees, including late fees assessed, to The University when the payments are due is subject to one or more of the following actions at The University's option:

- a) Bar against readmission or enrollment for future semesters at this institution.
- b) Withholding of grades, degree and official transcript.
- c) All penalties and actions authorized by law.

All Financial Aid will be applied to total tuition and fees before calculation of payment plan. Partial installment payments will not be accepted. However, prepayment in full of an installment or of total installments will be accepted at any time after registration.

Refunds from the Add/Drop process will be prorated to 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 according to the installment plan chosen at Registration.

A late fee of \$10.00 will be added to the student's bill if an installment payment is not paid by the due date. A student who fails to make full payment prior to the end of the semester will not receive credit for the work done that semester and will not be allowed to register for further semesters until the delinquent amount is paid.

Payment may be made by credit card or 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

¹Tuition and fees are subject to change by legislative action. Changes in tuition or fees will be effective upon date of enactment and will be reflected in fees and tuition charged. The availability of installment payments options is also subject to change by legislative action.

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 Returned Check Fee.

Personal checks may be cashed in the University Bookstore for an amount up to \$5.00. 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 tuition² 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 | Residents of Texas | Nonresidents Fiscal Year ³ 87-88 | |
|-----------------------|-------------------------------|---|------------------|
| | Fiscal Years 87-88 & 88-89 | U.S. Citizens | Foreign Students |
| 1 | 100.00 | 120.00 | 120.00 |
| 2 | 100.00 | 240.00 | 240.00 |
| 3 | 100.00 | 360.00 | 360.00 |
| 4 | 100.00 | 480.00 | 480.00 |
| 5 | 100.00 | 600.00 | 600.00 |
| 6 | 100.00 | 720.00 | 720.00 |
| 7 | 112.00 | 840.00 | 840.00 |
| 8 | 128.00 | 960.00 | 960.00 |
| 9 | 144.00 | 1,080.00 | 1,080.00 |
| 10 | 160.00 | 1,200.00 | 1,200.00 |
| 11 | 176.00 | 1,320.00 | 1,320.00 |
| 12 | 192.00 | 1,440.00 | 1,440.00 |
| 13 | 208.00 | 1,560.00 | 1,560.00 |
| 14 | 224.00 | 1,680.00 | 1,680.00 |
| 15 | 240.00 | 1,800.00 | 1,800.00 |
| 16 | 256.00 | 1,920.00 | 1,920.00 |
| 17 | 272.00 | 2,040.00 | 2,040.00 |
| 18 | 288.00 | 2,160.00 | 2,160.00 |
| 19 | 304.00 | 2,280.00 | 2,280.00 |
| 20 | 320.00 | 2,400.00 | 2,400.00 |
| 21 | 336.00 | 2,520.00 | 2,520.00 |
| Each Additional Hour | 16.00 | 120.00 | 120.00 |

²See Exemption from Tuition and Fees in this section of the catalog.

³Tuition rates for nonresident students for fiscal 88-89 will be set by the Coordinating Board by January 1, 1988.

TUITION SUMMER SESSION

| Number of Hours Taken | Residents of Texas | | Nonresidents Fiscal Year ⁴ 87-88 | |
|-----------------------------|--|---|---|---------------------|
| | Each Summer Term Fiscal Years 87-88 & 88-89 | Entire Summer Session Fiscal Years 87-88 & 88-89 | U.S. Citizens | Foreign Students |
| 1 | 50.00 | 100.00 | 120.00 | 120.00 |
| 2 | 50.00 | 100.00 | 240.00 | 240.00 |
| 3 | 50.00 | 100.00 | 360.00 | 360.00 |
| 4 | 64.00 | 100.00 | 480.00 | 480.00 |
| 5 | 80.00 | 100.00 | 600.00 | 600.00 |
| 6 | 96.00 | 100.00 | 720.00 | 720.00 |
| 7 | 112.00 | 112.00 | 840.00 | 840.00 |
| 8 | 128.00 | 128.00 | 960.00 | 960.00 |
| 9 | 144.00 | 144.00 | 1,080.00 | 1,080.00 |
| 10 | 160.00 | 160.00 | 1,200.00 | 1,200.00 |
| 11 | 176.00 | 176.00 | 1,320.00 | 1,320.00 |
| 12 | 192.00 | 192.00 | 1,440.00 | 1,440.00 |
| 13 | 208.00 | 208.00 | 1,560.00 | 1,560.00 |
| 14 | 224.00 | 224.00 | 1,680.00 | 1,680.00 |
| 15 | 240.00 | 240.00 | | |
| Each Addi- tional Hour | 16.00 | 16.00 | 120.00 | 120.00 |

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 nonresident will be made in accordance with the Texas Education Code.⁵ If the applicant 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 classifi-

⁴Tuition rates for nonresident students for fiscal 88-89 will be set by the Coordinating Board by January 1, 1988.

⁵For residence regulations, consult the Office of Admissions and Registrar.

cation. 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 service fees⁶ according to the number of semester credit hours for which registration is completed, as set forth in the table below:

| SEMESTER HOURS | GENERAL FEE⁷ | STUDENT SERVICES FEE |
|-----------------------|--------------------------------|-----------------------------|
| 1 | 6.00 | 7.50 |
| 2 | 12.00 | 15.00 |
| 3 | 18.00 | 22.50 |
| 4 | 24.00 | 30.00 |
| 5 | 30.00 | 37.50 |
| 6 | 36.00 | 45.00 |
| 7 | 42.00 | 52.50 |
| 8 | 48.00 | 60.00 |
| 9 | 54.00 | 67.50 |
| 10 | 60.00 | 75.00 |
| 11 | 66.00 | 82.50 |
| 12 | 72.00 | 90.00 |
| 13 | 78.00 | 90.00 |
| 14 | 84.00 | 90.00 |
| 15 | 90.00 | 90.00 |
| Each Additional Hour | 6.00 | -0- |

UNIVERSITY CENTER FEE

University Center Fees are as follows:
 \$15.00 per student each regular session; \$7.50 each summer session.

DEGREE APPLICATION FEE

A \$12.00 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 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.

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.

⁶See Exemption from Tuition and Fees in this section of the catalog.

⁷The General Fee is authorized by statute for use and availability of University buildings and facilities.

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.⁸

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 General Academic Regulations in this catalog.

RETURNED CHECK FEE

A charge of \$10.00 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 wittingly or unwittingly has previously given two bad checks.

STUDENT PHOTO IDENTIFICATION CARD CHARGES

A one-time charge of \$5.00 is assessed for the issuance of a student photo identification card. A charge of \$10.00 is assessed for the issuance of a replacement photo identification card. This charge must be paid at the time the application for the replacement is made.

TRANSCRIPT CHARGE

A charge of \$3.00 is made for each UT San Antonio transcript to be processed and mailed within 48 hours. A charge of \$5.00 is required if the transcript is to be provided within 1 hour. 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 laboratory fee is charged, the schedule of classes indicates the associated fee.

COMPUTER USE FEE

In certain courses a computer use fee of \$20.00 may be charged. The maximum fee is \$20.00 per semester. When a computer use fee is charged, the schedule of classes indicates the associated fee.

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.

⁸Borrowing and fine regulations of the John Peace Library are available in the Library.

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.

All auditors of courses must register their vehicles and obtain parking permits from the University Police Traffic Office.

PARKING FEES

All vehicles parked 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.

Parking fees for students are as follows:

- Class G \$15.00 General & Dormitory parking permit, if purchased during the fall semester.
- &
- *Class D 7.00 General & Dormitory parking permit, if purchased during the spring semester.
- 2.00 General & Dormitory parking permit, if purchased during the summer session.
- Class C \$ 8.00 Motorcycle, motor scooter, motorbike parking permit, if purchased during the fall semester.
- 4.00 Motorcycle, motor scooter, motorbike parking permit, if purchased during the spring semester.
- 2.00 Motorcycle, motor scooter, motorbike parking permit, if purchased during the summer session.
- 2.00 Bicycle parking permit, if purchased any time during the academic year.
- Class M \$10.00 Mini-car parking permit if purchased during the fall semester
- 5.00 Mini-car parking permit if purchased during the spring semester
- 2.00 Mini-car parking permit if purchased during the summer session
- Class P/S Carpool fees vary by semester and by number of primary vehicles registered in carpool.

Parking permits are available for handicapped and disabled persons in accordance with applicable statutory law and U.T. San Antonio 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 will be made in accordance with the current UTSA Parking & Traffic Regulations, Article II, Subdivision II, Section 7.

FIELD TRIP FEE

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

PRINT MAKING FEE

A fee is assessed students enrolled in print making courses in the Art and Design curriculum to defray the cost of supplies and materials.

*Dormitory permits are valid in Dormitory lot and any unrestricted lined parking space in other parking lots.

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.

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.

| CATEGORY | ANNUAL FEE |
|--|--------------------------------------|
| 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

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.

| CATEGORY | ANNUAL FEE |
|-----------------------------|--------------------------------------|
| 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 faculty or staff member must first pay his/her use fee. Children must be accompanied by a parent or guardian.

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

| CATEGORY | ANNUAL FEE |
|-------------------------|---------------------------------------|
| 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 1 1/2

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 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 \$2.00 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.

DUPLICATE CLASS SCHEDULE

A service charge of \$2.00 is assessed for the issuance of a duplicate class schedule. This charge must be paid at the time the application for a duplicate class schedule is made.

CAREER PLANNING AND PLACEMENT REGISTRATION FEE

UT San Antonio students and alumni interested in establishing a credential file for an employment search or for graduate or professional school applications, 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 Center's services after leaving The University. 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. Nonstudents and alumni will be charged an annual \$5.00 registration fee. The registrant receives the preparation, duplication and maintenance of three sets of credentials. A handling fee of \$5.00 plus copying charges will be assessed for each additional set requested.

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 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

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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.

| DESCRIPTION | ELIGIBILITY | FEES EXEMPTED |
|---|---|--|
| Accredited School Scholarship | Highest ranking graduate of an accredited Texas high school | Tuition during first two semesters (long session) following graduation |
| Texas Ex-Servicemen | (1) Resided in Texas for 12 months prior to registration (2) A bona fide legal resident of Texas at time entered service (3) Served in armed forces in World War I, World War II, Korean Conflict, or the Cold War (4) Honorably discharged (5) Not eligible for Federal Educational benefits | Tuition Laboratory fees Supplementary fees General fee |
| Children of Disabled Texas Firemen and Peace Officers | For children under 21 years of age of disabled full-paid or volunteer firemen, full-paid municipal, county, or state peace officers, or custodians of the Department of Corrections, or game wardens | Tuition Required fees |
| Blind and Deaf Students | A blind disabled person, or a person whose sense of hearing is nonfunctional | Tuition Required fees General Property Deposit |
| Children of Texas Veterans | For children of members of the armed forces who were killed in action in World War II, Korean Conflict, or the Cold War, and to orphans of members of the Texas National Guard killed since January 1, 1946, while on active duty. Children cannot be eligible for Federal Educational benefits | Tuition Laboratory fees Supplementary fees General fee |
| Good Neighbor Scholarship | (1) Native-born students from other nations of the American hemisphere — limited to 235 students each year (2) Furnish certified evidence of native-born citizenship and scholastic qualifications | Tuition |
| Firemen Enrolled in Fire Science Courses | Enrolled in course offered as part of fire science curriculum | Tuition Laboratory fees Supplementary fees |

| | | |
|--|---|--------------------------|
| Children of Prisoners of War or Persons Missing in Action | Dependent person under 25 years of age who receives majority of support from parent. Parent classified by Department of Defense as a Prisoner of War or Missing in Action at the time of registration | Tuition Required fees |
|--|---|--------------------------|

NOTE: Required fees include laboratory fees, supplementary fees, the general fee, student services fee, and the University Center fee.

**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.

In a Fall or Spring semester, 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. If a student is using the installment payment plan, the student's refund is calculated on the total tuition and fees assessed for the semester and then netted against the balance still owed to the University.

Summer terms are considered as one session for refund/drop purposes. If courses are to be dropped in either term, please refer to census dates for refund purposes. A student who wishes to withdraw from the summer session must withdraw from the total courses registered for in both terms of the summer session. In the summer session, a student withdrawing officially a) during the first, second, or third class day receives a refund of 80 percent of the applicable portion of the tuition and fees; b) during the fourth, fifth, or sixth day, 50 percent; c) the seventh day of class and thereafter, no refund.⁹

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.

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 provided the student remains enrolled for the semester or term. Tuition and applicable fees for added courses are collected daily, net of dropped courses, during the add/drop period.

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 fifteen 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.

⁹These refund percentages are applicable to tuition, the supplementary fees, the general fee, laboratory fees, University Center fee, and the student services fee.

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.