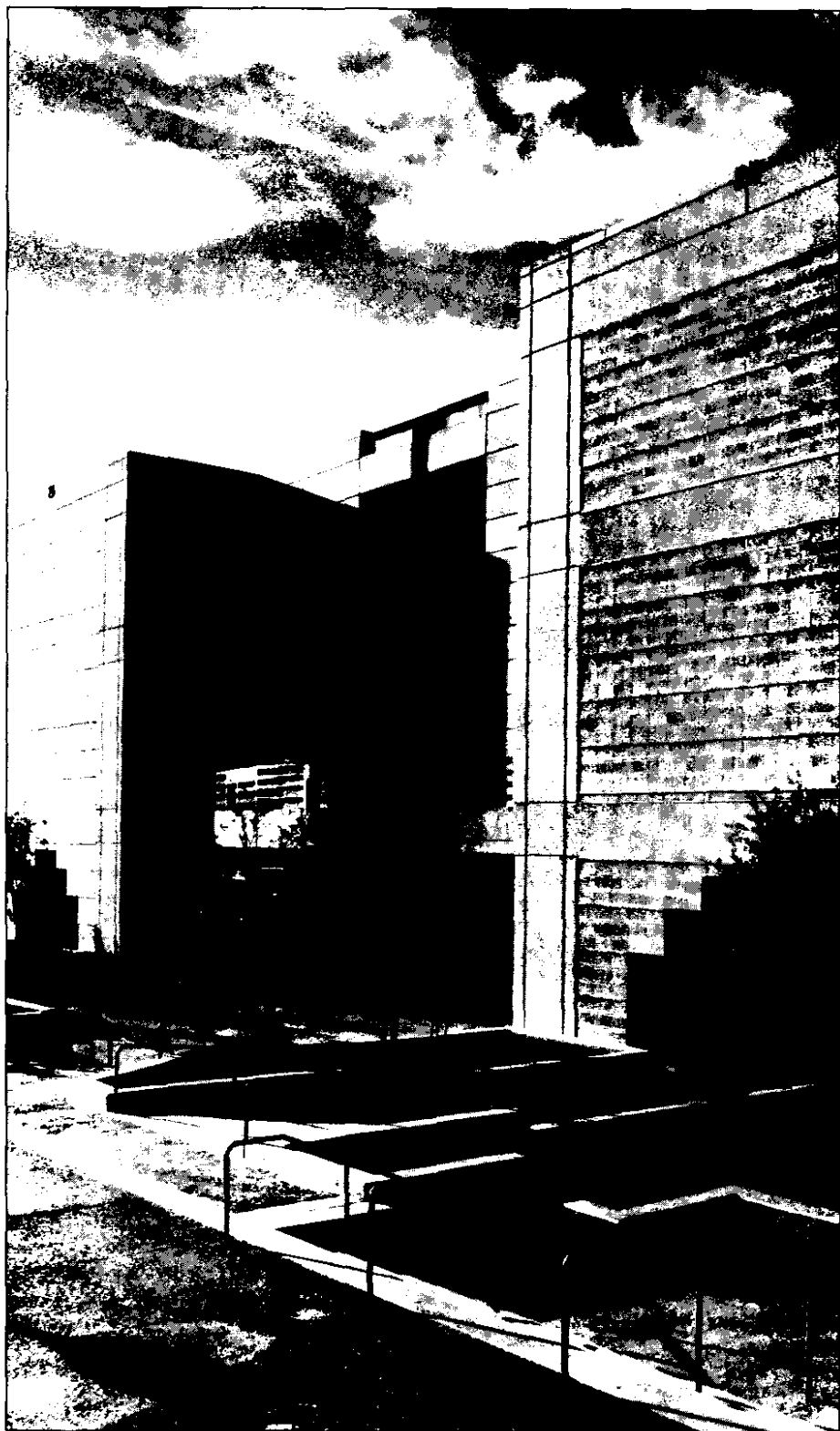


**III**  
**TUITION**  
**FEEES**  
**CHARGES**  
**PENALTIES**  
**AND**  
**DEPOSITS**



## **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:<sup>1</sup>

- a) Full payment of tuition and fees in advance of the beginning of the semester
- b) One-half payment of tuition and eligible fees in advance of the beginning of the semester and one-fourth payment prior to the start of the sixth and eleventh class weeks. Parking fee, installment fee, I.D. card fee, add/drop fee and the property deposit are not eligible for the installment payment program and must be paid in full on the initial billing.

A student may choose option (b) only during the fall and spring semesters. A service charge of \$16.00 will be added to the student's bill if alternative (b) is chosen.

If the student chooses to use the installment option, 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 may 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.

<sup>1</sup>Tuition and fees are subject to change by Legislative action or by action of the Board of Regents of the University of Texas System. 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 payment options is also subject to change by Legislative action.

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 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. If a check is returned, which has been used for payment of an advanced registration, and this check is not cleared before the start of the semester a late registration fee of \$15.00 will be charged to the student.

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 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	Texas Residents		Nonresidents
	FY 93-94	FY 94-95	FY 93-94
1	120.00	120.00	162.00
2	120.00	120.00	324.00
3	120.00	120.00	486.00
4	120.00	120.00	648.00
5	130.00	140.00	810.00
6	156.00	168.00	972.00
7	182.00	196.00	1,134.00
8	208.00	224.00	1,296.00
9	234.00	252.00	1,458.00
10	260.00	280.00	1,620.00
11	286.00	308.00	1,782.00
12	312.00	336.00	1,944.00
13	338.00	364.00	2,106.00
14	364.00	392.00	2,268.00
15	390.00	420.00	2,430.00
16	416.00	448.00	2,592.00
17	442.00	476.00	2,754.00
18	468.00	504.00	2,916.00
19	494.00	532.00	3,078.00
20	520.00	560.00	3,240.00
21	546.00	588.00	3,402.00
Each Addi- tional Hour	26.00	28.00	162.00

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

**TUITION SUMMER SESSION**

Number of Hours Taken	Texas Residents				Nonresidents FY 93-94
	Each Summer Term FY	Entire Summer Session FY	Each Summer Term FY	Entire Summer Session FY	
	93-94	93-94	94-95	94-95	
1	60.00	120.00	60.00	120.00	162.00
2	60.00	120.00	60.00	120.00	324.00
3	78.00	120.00	84.00	120.00	486.00
4	104.00	120.00	112.00	120.00	648.00
5	130.00	130.00	140.00	140.00	810.00
6	156.00	156.00	168.00	168.00	972.00
7	182.00	182.00	196.00	196.00	1,134.00
8	208.00	208.00	224.00	224.00	1,296.00
9	234.00	234.00	252.00	252.00	1,458.00
10	260.00	260.00	280.00	280.00	1,620.00
11	286.00	286.00	308.00	308.00	1,782.00
12	312.00	312.00	336.00	336.00	1,944.00
13	338.00	338.00	364.00	364.00	2,106.00
14	364.00	364.00	392.00	392.00	2,268.00
15	390.00	390.00	420.00	420.00	2,430.00
Each Addi- tional Hour	26.00	26.00	28.00	28.00	162.00

**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.<sup>3</sup> 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.

<sup>3</sup>For residence regulations, consult the Office of Admissions and Registrar.

## GENERAL FEE

The General Fee is a compulsory fee authorized by statute for the use and availability of University buildings and facilities as set forth in the following table.

## STUDENT SERVICES FEE

A compulsory Student Services Fee is charged to all students enrolled at the institution as set forth in the following table. This fee provides services and activities which 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, health services, 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. Please see the following table of General and Student Services Fees.

## GENERAL FEE AND STUDENT SERVICES FEE TABLE

Each student who registers at UT San Antonio is required to pay general fees and student service fees<sup>4</sup> according to the number of semester credit hours for which registration is completed, as set forth in the table below:

SEMESTER CREDIT HOURS	GENERAL FEE	STUDENT SERVICES FEE
1	12.00	11.00
2	24.00	22.00
3	36.00	33.00
4	48.00	44.00
5	60.00	55.00
6	72.00	66.00
7	84.00	77.00
8	96.00	88.00
9	108.00	99.00
10	120.00	108.00
11	132.00	108.00
12	144.00	108.00
13	156.00	108.00
14	168.00	108.00
15	180.00	108.00
Each Addi- tional Hour	12.00	-0-

<sup>4</sup>See the Exemption from Tuition and Fees in this section of the catalog.

## **AUTOMATED SERVICES AND COMPUTER ACCESS FEE**

Each student who registers at UT San Antonio is required to pay a \$5.00 per semester credit hour fee. The minimum fee is \$25.00 and the maximum fee is \$75.00 per semester.

## **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 reenrollment, and in refusal to issue the student's transcript by the University.

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/her first year's dues in The UTSA Alumni Association. The form for requesting a refund or that the deposit be used for alumni association dues is available at the UTSA Bursar's office. 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.

## **INTERNATIONAL EDUCATION FEE**

A \$1.00 per semester fee will be assessed all students enrolled at UT San Antonio to cover the costs of the international education programs.

## **UNIVERSITY CENTER FEE**

University Center Fees are as follows:  
\$30.00 per student, each regular session; \$15.00 each summer session.

## **UNIVERSITY PUBLICATION FEE**

A \$2.00 per semester fee will be assessed all students enrolled at UT San Antonio to cover the costs of providing catalogs, class schedules and other official publications.

## **ADD/DROP FEE**

A fee of \$2.00 will be charged for each ADD/DROP transaction which is processed during the ADD/DROP period beginning the first class day and ending on census date. The fee will not be charged during the telephone registration period and for transactions initiated by the University. This fee is not refundable.

## **APPLICATION FEE**

A fee of \$20.00 is required of all prospective students who file an application for admission to the University.

## **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 Director of the Division in which the course is offered, audit courses by paying an auditing fee of \$25.00 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 \$50.00 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 filling out a Friend of the UTSA Library application at the Circulation Desk in the UTSA Library (John Peace Library Building, second floor) and paying a nonrefundable fee. There are limits on the services offered to Friends of the UTSA Library card holders; further details are available from the Circulation Desk. 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.

## **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 a \$10.00 registration fee for this service. 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.

## **CAREER PLANNING NETWORK PLACEMENT FEE**

A fee of \$10.00 is required of all students who wish to be registered in the national placement network and data base.

## **CREDIT BY EXAMINATION FEE**

A fee of \$20.00 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.

## **DEGREE APPLICATION FEE**

A \$30.00 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.

## **EDUCATIONAL FIELD INSTRUCTION FEE**

A \$25.00 fee will be assessed all students during their semester of student teaching, and for students in special education practicum settings, counseling, and student interns.



## **ESL AUXILIARY FEE**

A \$30.00 fee per course will be assessed international students taking English as a Second Language course(s).

## **FIELD TRIP FEE**

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

## **FOREIGN LANGUAGE MULTI-MEDIA LEARNING CENTER FEE**

Each student who registers at UT San Antonio in a Foreign Language course is required to pay a \$7.00 per course fee.

## **INSTRUMENT USERS FEE**

In certain biology courses and music courses, an instrument users fee of \$10.00 per course may be charged. When this fee is charged, the schedule of classes indicates the associated fee.

## **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 \$30.00, may be charged. When a laboratory fee is charged, the schedule of classes indicates the associated fee.

## **LOCKER FEE**

Students who wish to use lockers in the Library, Music Division, and Art and Architecture Division will be required to pay a \$15.00 per semester 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 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>5</sup>

## **MUSIC MAJOR FEE**

Each student, who is a Music major at UT San Antonio, will be required to pay a \$25.00 per semester fee.

<sup>5</sup>Borrowing and fine regulations of the UTSA Library are available in the Library.

## **PHYSICAL EDUCATION FEES**

*Physical Education Activity Fee.* A fee of \$10.00 for a semester or summer term is required of every student registering for a physical education course or activity. Lockers, towels, and locks are provided.

*Equipment and Lane Fee.* A fee of \$60.00 for a semester or summer term is required of every student registering for a physical education *bowling* course.

*Driving Range Fee.* A fee of \$44.00 for a semester or summer term is required of every student registering for a physical education golf activity course.

*Swimming Pool Fee.* A fee of \$22.00 for a semester or summer term is required of every student registering for a physical education swimming activity course.

## **PRE-TASP TEST FEE**

A fee of \$3.00 will be charged students to cover cost of testing for the Pre-TASP Placement test. The Pre-TASP fee applies to students who have not taken the TASP test prior to enrollment at the University of Texas at San Antonio.

## **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.

## **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 \$10.00 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.

## **STUDIO ART FEE**

A fee of \$10.00 per course is assessed students enrolled in courses in the Art and Design curriculum which will use any of the studios under the direction of the division.

## **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.

## 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 Advising, 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.

## TRANSCRIPT FEE

A charge of \$5.00 is made for each UT San Antonio transcript to be processed and mailed within 48 hours. A charge of \$8.00 is required if the transcript is to be provided within 1 hour. This fee must be paid before a transcript will be issued.

## WRITING MATERIALS FEE

A \$4.00 fee per course will be assessed students taking English composition courses.

## 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	\$36.00	General & Dormitory parking permit, if purchased during the fall semester
&		
*Class D	20.00	General & Dormitory parking permit, if purchased during spring semester
	15.00	General & Dormitory parking permit, if purchased during the summer session.
Class C	\$16.00	Motorcycle, motor scooter, motorbike parking permit, if purchased during the fall semester
	10.00	Motorcycle, motor scooter, motorbike parking permit, if purchased during the spring semester
	5.00	Motorcycle, motor scooter, motorbike parking permit, if purchased during the summer session
Class W	4.00	Bicycle parking permit, if purchased any time during the academic year
Class M	\$26.00	Mini-car parking permit if purchased during the fall semester
	\$15.00	Mini-car parking permit if purchased during the spring semester
	\$12.00	Mini-car parking permit if purchased during the summer session
Class S		Carpool fees vary by semester and by number of primary vehicles registered in carpool.

---

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

Parking permits are available for 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.

## **TENNIS CENTER FEE**

Full-time student dependents, UTSA faculty and staff and their dependents, 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 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:

<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)

*Guests.* Guests of UTSA students, faculty and staff may use the Tennis Center at certain hours for \$1.50 per person for a 1-1/2 hours reservation. Guest fees are payable at the Tennis Center office.

## **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 of 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>
<b>A. UTSA Personnel</b>	
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>B. UTSA Alumni Association Members</b>	<b>\$12.00</b>
<b>C. Guest Fee</b>	<b>\$ 1.00 /visit</b>
Guest of UT San Antonio student, faculty member or staff member	

These fees are non-refundable.

### 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 provision.

<b>DESCRIPTION</b>	<b>ELIGIBILITY</b>	<b>FEES EXEMPTED</b>
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 municipal, county, or state peace officers, or custodians of the Department of Corrections, or game wardens	Tuition Required fees <sup>6</sup>

<sup>6</sup> Required fees include laboratory fees, supplementary fees, the general fee, student services fee, and the University Center fee.

Blind and Deaf Students	A blind disabled person, or a person whose sense of hearing is nonfunctional	Tuition Required fees <sup>7</sup> 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 <sup>8</sup>

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.

<sup>7,8</sup> Required fees include laboratory fees, supplementary fees, the general fee, student services fee, and the University Center fee.

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.<sup>9</sup>

Refunds of applicable tuition and fees will be made for courses from which students drop within the first twelve class days of a Fall/Spring semester or the first four class days of a Summer Session term, provided the student remains enrolled for that semester or term. Refunds for courses dropped by a student who withdraws 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.

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.

The forms and exit survey needed for withdrawing from the University may be obtained in the Office of Student Information and Retention.

## **REFUNDING FOR STUDENTS IN TITLE IV PROGRAMS**

As an institution participating in programs under Title IV of the *Higher Education Act of 1965* as amended ("Act"), The University of Texas at San Antonio 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, a 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. Section 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 sixty percent of the period of enrollment for which the charges were assessed. A student who withdraws prior to 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 Section 54.006, *Texas Education Code*, or a pro rata refund calculated pursuant to Section 484B of the Act, reduced by the amount of any unpaid charges and a reasonable administrative fee not to exceed \$25.00.

---

<sup>9</sup>These 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.
5. Withholding of grades.

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 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 fifteen days will be withdrawn from the University by the Registrar for non-payment of tuition and fees.