

UTSA Financial Affairs

Request for Fee Waiver for Qualifying Educational Programs

Used to request a waiver of mandatory fees as allowed by the Board of Regents incidental fees policy.

Instructions: All fields must be completed. One form is required for each educational program. Send completed form after securing appropriate signatures and supporting documents Financial Services & University Bursar, in advance of payment deadlines.

Section 1: Program and Student Information			
Select Program Name:			Location:
Program/Course Name:		Course Reference Number (CRN):	
Semester:	Year:	Duration (if different from semester)	Start Date: End Date:
Section 2: Student Detail			
Student Name (Last, First)	Banner ID	Student Name (Last, First)	Banner ID
1.		21.	
2.		22.	
3.		23.	
4.		24.	
5.		25.	
6.		26.	
7.		27.	
8.		28.	
9.		29.	
10.		30.	
11.		31.	
12.		32.	
13.		33.	
14.		34.	
15.		35.	
16.		36.	
17.		37.	
18.		38.	
19.		39.	
20.		40.	
Section 3: Fees Requested to be Waived			
Select all that apply:			
Athletics Fee	Recreation Center Fee	Other	
Library Resources Charge	Student Union Fee	Other	
Medical Services Fee	Transportation Fee	Other	
Section 4: Reason for the Waiver			
Select the reason that best applies or select other and indicate below:			
for the entire duration of this program			
Other:			

Questions – Contact **Financial Services & University Bursar** (210) 458-4221, financial.services@utsa.edu

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Section 5: Approval Authorization		
*I certify that the course numbers listed above are NOT part of the Reciprocal Educational Exchange Program which requires funding parity by a balance of incoming and outgoing exchange students (TAC Rule 21.901, 21.910).		
Admin or Dean Name:	Dept Contact:	Location
Title:	Email:	Phone Number:
Responsible Parties	Signature	Date
*I (the undersigned) certify that the information included in this request is accurate and in accordance with applicable campus policies and procedures.		
Approved by Name:		
(Dean)		
Approved by Name:		
(Provost, AVP, VP, on behalf of Academic Affairs)		
Approved by Name:		
(Asst VP of Financial Services & University Bursar)		
Office of Financial Services & University Bursar Processing Only		
Date Received:	Date Processed:	Date Contact Notified:
Does Blanket Presidential Authorization Apply? Yes		No, Separate Authorization Obtained

Once sections 1 – 4 are completed and approvals and signatures are obtained for Section 5, forward the original document to financial.services@utsa.edu. If an agreement or document supports this request, include an attached copy in the email.