

UNIVERSITY OF HOUSTON - TEXAS TUITION REBATE STUDENT CHECKLIST

This checklist follows the requirements outlined in the Texas Higher Education Coordinating Board rules on Tuition Rebates, Chapter 13, Subchapter E. You must meet all of the following requirements in order for your tuition rebate request to be considered. You may check with your academic advisor if you are not sure about the answers to some of the requirements.

Yes No I enrolled for the first time in an institution of higher education in the fall 1997 semester or later.

Yes No I am receiving my first baccalaureate degree from a general academic teaching institution. (Students receiving a second bachelor's degree or a graduate degree are not eligible for the rebate.)

Yes No I am a resident of Texas and have been entitled to pay resident tuition at all times while pursuing the degree.

Yes No *If enrolled for the first time in fall 2005 or later:* I am graduating within four calendar years for a four-year degree. (or I am graduating within five calendar years for a five-year degree.)

Yes No I am applying for the tuition rebate prior to receiving the baccalaureate degree. (If your degree has already been awarded it is too late to apply.)

Yes No I have attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree requirements from the catalog under which I am graduating. (Check with your academic advisor if you're not sure.)
Note that hours attempted include:

- Transfer credits (excluding course credit, other than course credit earned exclusively by examination, that is earned before graduating high school)
- Course credit earned exclusively by examination (the first 9 hours are not counted in the attempted hours.)
- Courses dropped after the official census date (these courses may appear as a "W", if you have more than one "W" you may be over hours.)

- Optional internship and cooperative education courses (but does not include course credit that is earned to satisfy requirements for a ROTC program but that is not required to complete the degree program)
- Repeated courses

Yes No I have answered yes to all of these requirements.

- If you have answered yes to all the requirements, complete the tuition rebate request form, attach any transfer school transcripts that have not already been submitted to the university or that clarify dual-credit earned prior to graduating high school and submit it to your College advising office for review.
- If your rebate request is approved, the rebate request will be forwarded to Financial Aid and the Bursar's Office for processing.
- If your rebate request is approved and you have student loans with the State of Texas, the rebate will be applied to your student loans first and any remaining credit will be applied to your account.
- If your rebate request is disapproved, you will be notified via your UH email address.

You must keep your mailing address updated with UH for at least 60 days after your graduation date.

The review and rebate process is completed within 60 days from the date your degree is posted.

Disputes to lower division credit transfer should be resolved in accordance with the Texas Higher Education Coordinating Board rules, Chapter 5, Section 5.393 of the The Texas Education Code (relating to Transfer of Lower Division Course Credit.) Disputes related to other academic issues should be directed to, in the following order of progression, the Dean of the College, the Assistant Dean of Undergraduate Academic Affairs and the Office of the Senior Vice President for Academic Affairs and Provost. (MAPP 05.03.04)