

UNIVERSITY of HOUSTON
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

RECEIVED APR 12 2007

SECTION: Finance and Accounting
AREA: Tuition and Fees

Number: 05.03.04

SUBJECT: Undergraduate Tuition Rebate

I. PURPOSE AND SCOPE

This MAPP establishes policies and procedures to be followed by the University of Houston (UH) with respect to rebating tuition to undergraduate students who comply with Texas Education Code, Section 54.0065 (Tuition Rebate for Certain Undergraduates).

II. POLICY STATEMENT

As a Texas public baccalaureate-granting general academic university, UH is required to offer rebates to eligible students. UH shall rebate up to \$1,000, pursuant to the procedures described herein, to those eligible undergraduate students who meet the criteria established within Section 54.0065 of the Texas Education Code.

III. DEFINITIONS.

Eligible Students: To be eligible for rebates under this program, students must meet all of the following conditions:

- A. They must have enrolled for the first time in an institution of higher education in the fall 1997 semester or later;
- B. They must be requesting a rebate for work related to a first baccalaureate degree received from a *general academic teaching institution* ~~Texas public university~~;
- C. They must have been a resident of Texas, ~~must have attempted all coursework at a Texas public institution of higher education~~, and have been entitled to pay resident tuition at all times while pursuing the degree; ~~and~~
- D. *If enrolled for the first time in fall 2005 or later, they must have graduated within four calendar years for a four-year degree or within five calendar years for a five year degree if the degree is in architecture, engineering, or any other program determined by the Coordinating Board to require more than four years to complete; and*

Undergraduate Tuition Rebate

MAPP 05.03.04

- D-E. They must have attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree under the catalog under which they were graduated. Hours attempted include transfer credits; course credit earned exclusively by examination (*except that for the purposes of this program, only the number of semester credit hours earned exclusively by examination in excess of nine semester credit hours is treated as hours attempted*); courses that are dropped after the official census date; for-credit developmental courses; optional internship and cooperative education courses, and repeated courses. Courses dropped for reasons that are determined by the institution to be totally beyond the control of the student shall not be counted. If a student chooses to complete the requirements for a teaching certificate, the minimum number of credit hours required for the degree, for purposes of the \$1,000 tuition rebate, should be the minimum number of credit hours in which it is possible to satisfy the requirements of both the baccalaureate degree and the teaching certificate.

IV. AMOUNT OF TUITION REBATES

- A. The amount of tuition to be rebated to a student under this program is \$1,000, unless the total amount of undergraduate tuition paid by the student to the institution awarding the degree was less than \$1,000, in which event the amount of tuition to be rebated is an amount equal to the amount of undergraduate tuition paid by the student to the institution.
- B. A student who paid the institution awarding the degree an amount of undergraduate tuition less than \$1,000 may qualify for an increase in the amount of the rebate, not to exceed a total rebate of \$1,000, for any amount of undergraduate tuition the student paid to other Texas public institutions of higher education by providing the institution awarding the degree with proof of the total amount of that tuition paid to other institutions.
- C. Tuition rebates shall be reduced by the amount of any outstanding student loan, including an emergency loan, owed to or guaranteed by this state, including the Texas Guaranteed Student Loan Corporation. If a student has more than one outstanding student loan, the institution shall apply the amount of the rebate to the loans as directed by the student. If the student fails to provide timely instructions on the application of the amount, the institution shall apply the amount of the rebate to retire the loans with the highest interest rates first. If the amount of the rebate exceeds the amount of the loan indebtedness, the institution shall pay the student the excess amount.

Undergraduate Tuition Rebate

MAPP 05.03.04

V. UH RESPONSIBILITIES

- A. The university must notify first-time freshman about the tuition rebate program. A notice in the institution's official catalog is one acceptable form of notice.
- B. If requested by potentially eligible students, UH will provide these students opportunities to enroll during each fall and spring semester in the equivalent of at least 12 semester credit hours that apply toward their degrees. Institutions are not required to provide students with the opportunity to enroll in specific courses or specific sections. Community and Technical Colleges will comply to the extent that courses for the current semester are being offered that apply to the student's university degree program. The requirement may be met by allowing substitutions for required courses or by allowing concurrent enrollment in courses from another institution, so long as the courses are taught on the student's home campus and the student incurs no financial penalty.
- C. Provide students with appropriate forms and instructions for requesting tuition reimbursement at the time that students apply for baccalaureate degrees.
- D. Provide tuition rebates to qualified students within 60 days after their degree is posted or provide the student with a statement explaining the reason he/she is ineligible for the rebate.
- E. Disputes related 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 Texas Education Code (relating to Transfer of Lower Division Course Credit). *Students who do not meet the eligibility requirements because of hardship conditions may attach to their rebate request documentation verifying any of the following hardship conditions: (1) severe illness or other debilitating condition that may have affected the student's academic performance; (2) an indication that the student was responsible for the care of a sick, injured, or needy person and that the student's provision of care may have affected his or her academic performance; or (3) performance of active duty military service.* Disputes related to other academic issues should be directed to, in the following order of progression, the Dean of the college, the Dean of Undergraduate Studies and the Office of the Senior Vice President for Academic Affairs and Provost.

VI. STUDENT RESPONSIBILITIES

- A. Students desiring to qualify for tuition rebates are responsible for complying with all university rules and regulations related to administration of the program.
- B. Students desiring to qualify for tuition rebates are solely responsible for enrolling only in courses that will qualify them for the rebates.

Undergraduate Tuition Rebate

MAPP 05.03.04

- C. A student who has transferred from another institution of higher education is responsible for providing to UH official transcripts from all institutions attended by the student.
- D. Students must apply to their colleges for the rebates *before the official closing date of the semester* prior to receiving their baccalaureate degrees on forms provided by UH (Addendum A) and must keep the institution informed of their addresses for at least 60 days after their graduation date.

VII. FUNDING SOURCE

Tuition rebates shall be paid from a cost center that contains a fund value of 1xx, which will be funded centrally from tuition revenue. The enabling legislation provides that the Legislature shall account in the General Appropriations Act for the rebates in a way that provides a corresponding increase in the general revenue funds appropriated to the institution provided the university has included its funding request in the Legislative Appropriations Request process.

VIII. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice President for Finance

Review: Every three years on or before July 1.

IX. APPROVAL

Vice President for Administration and Finance

President

Effective Date May 31, 2007

X. REFERENCES

Addendum A – Request for Undergraduate Tuition Rebate
 Texas Education Code Chapter 54.0065
 MAPP 05.03.02 - Non-Resident Tuition Employment Waivers
 MAPP 05.03.03 - Waivers, Increases and Rebates of Tuition and Fees
 MAPP 11.03.01 - Tuition, Fees and Charges

Undergraduate Tuition Rebate

MAPP 05.03.04

Index terms: Tuition
Tuition rebate

Addendum A 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.

1. Yes No *I enrolled for the first time in an institution of higher education in the fall 1997 semester or later.*
2. Yes No *I enrolled for the first time in fall 2005 or later.*

If no: not applicable. If yes: answer the following.

- | | | |
|--|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| | Yes No | <i>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.)</i> |
|--|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
3. 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.)*
 4. 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*
- *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", "*", or "Q" on the transcript – if you have more than one "W" you may be over hours.)*
- *For-credit developmental courses*
- *Optional internship and cooperative education courses*
- *Repeated courses*

5. Yes No *I am a resident of Texas.*
6. Yes No *I have been entitled to pay resident tuition at all times while pursuing the degree.*
7. Yes No *I am applying for the tuition rebate before the official closing of the semester prior to receiving the baccalaureate degree.*

Addendum A (Page 2)

(If your degree has already been awarded it is too late to apply.)

8. Yes No I have answered yes to all of these requirements. (except #2 if not applicable)

- If you have answered yes to all the requirements (except #2 if not applicable), complete the tuition rebate request form, attach any transfer school transcripts 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 Texas Education Code (relating to Transfer of Lower Division Course Credit.) Students who do not meet the eligibility requirements because of hardship conditions may attach to their rebate request documentation verifying any of the following hardship conditions: (1) severe illness or other debilitating condition that may have affected the student's academic performance; (2) an indication that the student was responsible for the care of a sick, injured, or needy person and that the student's provision of care may have affected his or her academic performance; or (3) performance of active duty military service. Appropriate documentation may include physician's letterhead signed statement or military orders. Disputes related to other academic issues should be directed to, in the following order of progression, the Dean of the College, the Dean of Undergraduate Studies and the Office of the Senior Vice President for Academic Affairs and Provost. (MAPP 05.03.04)

Rev. APM 17 Nov 2006

Undergraduate Tuition Rebate

MAPP 05.03.04

Addendum B Request for Undergraduate Tuition Rebate Form

Please complete the rebate requirements checklist before completing and forwarding this form.

PART A: TO BE COMPLETED BY STUDENT Please type or clearly print the information. Date Submitted: _____

Mr. Ms. _____ Student ID: HA _____
 Student's First Middle Last Name Date: _____
 Street Address: _____ Telephone number: _____
 City, State, Zip: _____ UH email address: _____@uh.edu
 _____ Semester/Year First Enrolled in an Institution of Higher Education (UH email may be used for official notification)
 _____ Catalog Year _____ Semester/Year Applied for Graduation
 _____ I have attached official transcripts from all other institutions I have attended.
 Undergraduate Degree Objective(s): _____
 Major: _____
 Minor: _____

I have an outstanding educational debt and understand, as required by statute, it will be applied to the following education loan:

(indicate preferred loan to which you wish to have the rebate applied)

_____ Federal Unsubsidized Stafford Loan _____ Federal Subsidized Stafford Loan
 _____ Federal Perkins Loan _____ University Loan

Student Signature: _____ Date: _____

PART B: ACADEMIC ADVISING Review of the student's undergraduate history. Date received: _____

_____ Semester/year student was approved for graduation.
 Yes No Student applied for rebate before official closing of semester receiving the baccalaureate degree.

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

If student enrolled in fall 2005 or later:

Yes No Student has completed four year degree in four years. (or 5 year degree in 5 years)

_____ Minimum number of hours required for the degree.
 _____ Total hours attempted at University of Houston.
 _____ Total hours attempted at Texas institutions/transfer credits.
 _____ Total hours of credit by examination. (The first 9 credit by exam hours are not counted in the attempted hours).
 _____ Total hours in excess of the permitted number of hours, if any.
 Yes No Student has met minimum rebate requirement for further review.
 Yes No Student's degree has been awarded.

If last two requirements are answered yes, the advisor forwards this form for approval. If not, advisor emails student notice of ineligibility.

Date _____ Printed name of College Representative _____ Signature of College Representative _____
 If forwarding to Provost please include: College: _____ MailCode: _____ Tel. extension: _____
 Email address: _____@uh.edu

Undergraduate Tuition Rebate

MAPP 05.03.04

Addendum B (Page 2)

PART C: Review by the Office of the Senior Vice President for Academic Affairs and Provost Date Received:

APPROVED

DISAPPROVED

Date Printed name of Provost representative Signature of Provost representative

PART D: Review by Scholarships & Financial Aid Date Received:

Yes No The student has outstanding educational indebtedness.

The undergraduate tuition rebate should be applied to the following educational indebtedness.

Amount of Federal Unsubsidized Stafford Student Loan
 Amount of Federal Subsidized Student Loan Yes No NSLDS Information Attached
 Amount of Federal Perkins Loan

Rebate to be sent to Lender/Loan Servicer:

Mailing Address:

Date Printed name of Financial Aid representative Signature of Financial Aid representative

PART E: Processing by Bursar's Office Date Received:

Yes No Student graduated from the university. (Must be verified before fund disbursement.)

Amount of student rebate applied to student account.

Date Printed name of Bursar's representative Signature of Bursar's representative

Undergraduate Tuition Rebate

MAPP 05.03.04

Addendum A

Request for Undergraduate Tuition Rebate Form

(Please read the instructions on the back of this form before completing and forwarding as indicated.)

Part A.

Student's First Middle Last Name _____ Student ID: _____
Date: _____

Street Address _____ Telephone number _____

City State ZIP _____ e-mail address _____

Semester/Year First Enrolled in an Institution of Higher Education: _____

Semester/Year Applied for Graduation: _____

Undergraduate Degree(s) Objective: _____

Catalog year: _____

Major(s): _____

Minor(s): _____

I have an outstanding educational debt and want, as required by statute, to have my rebate applied to the following education loan: (check one)

☐ Federal Unsubsidized Stafford Loan ☐ Federal Subsidized Stafford Loan
☐ Federal Perkins Loan ☐ University Loan

Student's Signature: _____ Date: _____

Part B.

Review of the student's undergraduate history indicates:

Student enrolled for the first time in an institution of higher education in fall 1997 semester or later: Yes ☐ No ☐

Student has been approved for graduation in Semester/Year _____

Minimum number of hours required for the degree is _____

University of Houston hours attempted: _____ Total Texas transfer hours attempted: _____

Total hours credit by examination: _____

Student has _____ / has not _____ met minimum rebate requirement for further review.

_____ Approved _____ Disapproved

Undergraduate Tuition Rebate

MAPP 05.03.04

Date Printed name of college representative Signature of College
Representative

Date Printed name of Provost representative Signature of Provost
representative

Addendum A (Page 2)

Part C:

This student does / does not (*circle one*) have outstanding educational indebtedness. The Undergraduate tuition rebate should be applied to the following educational indebtedness:

___ Federal Unsubsidized Stafford Student Loan Amount \$ _____
___ Federal Subsidized Stafford Student Loan Amount \$ _____
___ Federal Perkins Loan, Amount \$ _____

Rebate to be sent to Lender/Loan Servicer: _____
Mailing Address: _____

NSLDS Information Attached: ___ Yes ___ No

Printed Name of Financial Aid Representative _____

SFA Representative Signature _____ Date: _____

Part D:

Undergraduate Tuition Rebate

MAPP 05.03.04

Student has actually graduated from the university ____ Yes ____ No *(must be verified before disbursing funds)*

Student rebate in the amount of \$ _____ applied as indicated.

Date Printed name of SFS representative Signature of SFS Representative

Addendum A (Page 3)

Instructions for Completing Request for Undergraduate Tuition Rebate

STUDENTS: Complete Part A by printing the information requested and submitting the form to the Office of the Dean of the college of your major. Your college will review the form, and if your request is approved for further review, it will be forwarded to the Office of the Senior Vice President for Academic Affairs and Provost. If approved by the Office of the Senior Vice President for Academic Affairs and Provost for the tuition rebate, your account will be evaluated by the Office of Scholarships and Financial Aid and should you have any outstanding student loans, the Office of Scholarships and Financial Aid will instruct Student Financial Services to apply the rebate first to the loan(s), as instructed by you, and any remaining credit will be applied to your account.

DEPARTMENTS: Each department that reviews this request should retain a copy for its records prior to forwarding the form onto the next department. If a department disapproves the undergraduate tuition rebate request, that department will be responsible for notifying the student of its decision. The department should retain a copy of the document and forward the original directly to Student Financial Services. Student Financial Services will retain all original requests regardless of whether they are approved or not. Time is of the essence in reviewing each undergraduate tuition rebate request. The review and rebate process must be completed within 60 days from the date the student's degree is posted.

Please note that this form will be available in the Student Financial Services office in Room 6 E. Cullen.