

**TEXAS SOUTHERN UNIVERSITY**  
**MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES**

**SECTION: Fiscal Affairs**

**NUMBER: 03.08.02**

**AREA: Billing and Collections**

**SUBJECT: Undergraduate Tuition Rebate**

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**I. PURPOSE AND SCOPE**

This document establishes policies and procedures to be followed by Texas Southern University (TSU) 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, TSU is required to offer rebates to eligible students. TSU 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:

- They must have enrolled for the first time in an institution of higher education in the fall 1997 semester or later;
- They must be requesting a rebate for work related to a first baccalaureate degree received from a general academic teaching institution;
- They must have been a resident of Texas and have been entitled to pay resident tuition at all times while pursuing the degree;
- If enrolled for the first time in fall 2005 or later, they must have graduated within four (4) calendar years for a four-year degree or within five (5) 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 (4) years to complete; and
- They must have attempted no more than three (3) 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.

#### V. TSU 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, TSU will provide these students opportunities to enroll during each fall and spring semester in the equivalent of at least twelve (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. TSU will provide students with appropriate forms and instructions for requesting tuition reimbursement at the time that students apply for baccalaureate degrees.
- D. TSU will provide tuition rebates to qualified students within sixty (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 4, Section 4.27 of The Texas Education Code (relating to Transfer of Lower Division Course Credit). Students who do not meet the eligibility requirements of section III of this policy (Texas Higher Education Coordinating Board rules §13.82(4) , (relating to Eligible Students) 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 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.
- C. A student who has transferred from another institution of higher education is responsible for providing to TSU 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 TSU and must keep the institution informed of their addresses for at least sixty (60) days after their graduation date.

VII. FUNDING SOURCE

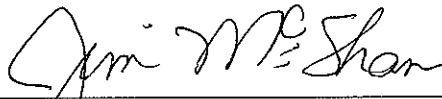
Tuition rebates shall be paid from an "Education and General" cost center, which will be funded centrally from tuition revenue. The enabling legislation provides that the Legislature shall account in the General Appropriations Act for the rebates in a way that provides a corresponding increase in the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

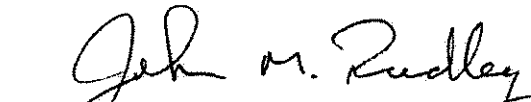
VIII REVIEW AND RESPONSIBILITY

Responsible Parties: Chief Financial Officer

Review: Every three years, on or before July 1

IX. APPROVAL

  
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Chief Financial Officer

  
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President

Date of President's Approval 06/24/09

X. REFERENCES

- Student Checklist
- Request for Undergraduate Tuition Rebate
- Texas Education Code Chapter 54.0065
- MAPP 03.03.08 - Non-Resident Tuition Employment Waivers
- MAPP 03.03.05 - Tuition, Fees and Charges