
I. POLICY STATEMENT

Texas Southern University (TSU) shall provide tuition rebates to eligible undergraduate students in accordance with applicable law. Pursuant to Texas Education Code § 54.0065, the University shall rebate up to \$1,000 to qualifying undergraduate students who meet the statutory eligibility requirements and comply with the procedures established by the University.

II. PURPOSE AND SCOPE

This policy establishes the guidelines and procedures governing tuition rebates for undergraduate students in compliance with Texas Education Code § 54.0065. This policy applies to all undergraduate students seeking a tuition rebate and to all University offices responsible for administering and processing such rebates.

III. DEFINITIONS

A. Eligible Student: A student who meets all statutory and institutional requirements for a tuition rebate under this policy, including:

1. **First Enrollment:** Enrolled for the first time in higher education in Fall 1997 or later.
2. **Residency:** Texas resident entitled to pay resident tuition at all times while pursuing the degree.
3. **Degree:** Receiving a first baccalaureate degree from a general academic teaching institution.
4. **Timeline:** If first enrolled Fall 2005 or later, must graduate within four (4) calendar years (five years for Architecture, Engineering, or Board-approved programs).
5. **Attempted Hours:** Must have attempted no more than three (3) semester credit hours in excess of the minimum required for the degree.
 1. **Includes:** Transfer credits, courses dropped after census (W), developmental courses, optional internships, and repeated courses.
 2. **Excludes:** Dual credit earned before high school graduation, ROTC credits not required for the degree, and the first nine (9) hours of credit by exam.

IV. POLICY PROVISIONS

A. AMOUNT OF TUITION REBATE

The University shall determine and apply tuition rebates in accordance with the following provisions:

1. The rebate amount shall be up to \$1,000.
2. If a student paid less than \$1,000 in tuition at TSU, the rebate shall equal the amount paid.
3. Tuition paid to other Texas public institutions may be included, not to exceed a total rebate of \$1,000, with proper documentation provided by the student.
4. Priority of Application: Rebates shall be applied in the following order:
 - a. Outstanding balances owed to TSU (including account charges and short-term loans).
 - b. State-supported student loan obligations (owed to or guaranteed by the State of Texas).
 - c. Remaining balance paid to the student.

B. UNIVERSITY RESPONSIBILITIES

In administering the tuition rebate program, the University shall:

1. Notify first-time students of the tuition rebate program.
2. Provide opportunities for students to enroll in courses applicable to their degree programs.
3. Provide forms and instructions for rebate applications at the time students apply for degrees.
4. Process rebates within sixty (60) days of degree posting or provide notice of ineligibility.
5. Administer and adjudicate all disputes in accordance with rules promulgated by the Texas Higher Education Coordinating Board.
6. Evaluate and give due consideration to documented hardship conditions, including severe illness, caregiving responsibilities, and military service.

C. STUDENT RESPONSIBILITIES

Students are responsible for ensuring compliance with all requirements, including:

1. Complying with all University requirements, policies, procedures, and deadlines.
2. Enrolling only in courses that apply toward their declared degree program.
3. Providing official transcripts from all institutions previously attended in a timely manner.

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4. Submission: Submitting a complete application to the Office of the Registrar at the time of application for graduation, but no later than the official date of graduation for that term.

D. FUNDING SOURCE

Tuition rebates shall be paid from Education and General funds supported by tuition revenue and appropriations, as authorized by the General Appropriations Act.