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EMERGENCY TUITION AND FEES LOAN

A. Purpose

This policy provides for the implementation of Sections 56.051-56.055, Texas Education Code.

B. Persons Affected

This policy applies to students.

C. Policy

This policy provides for the implementation of Sections 56.051-56.055, Texas Education Code.

1. Allocation of Funds

- a. The funds used for this program are authorized by the *Texas Education Code*.
- b. Resident Students: Of the tuition revenues collected from resident students, 15% shall be set aside for Texas Public Educational Grants and Emergency Loans for resident students.
- c. Non-Resident Students: Of the tuition revenues collected from non-resident students, 3% shall be set aside for Texas Public Educational Grants and Emergency Loans for non-resident students.
- d. Of the tuition revenues set aside for Texas Public Educational Grants and Emergency Loans, 90% of these funds will be set aside for Texas Public Educational Grants and 10% shall be set aside for Emergency Loans.

2. Eligibility

To qualify, the borrower must meet all of the following criteria:

- a. must be accepted for enrollment and be enrolled on at least a half-time basis;
- b. must not have been awarded financial aid exceeding tuition and fees owed at the time the Emergency Loan application is processed;
- c. must complete an online loan application through my.utpa.edu;
- d. must not be in default of any federal or student loan;



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e. must not have any outstanding debt to the university other than current tuition and fees: and

f. must use the loan to pay tuition and fees.

3. Amount

The maximum loan amount shall be an amount equal to the tuition and fees required for the courses in which the student is actually enrolled.

4. Terms

- a. The loan must be repaid over a period not to exceed 90 days for a loan made for a regular semester or long summer session or over a proportionately shorter period for loans made for a six-week summer session.
- b. The loan must be evidenced by a written or electronic agreement.
- c. The institution shall charge a non refundable origination fee of 1 percent of the amount of the loan.

5. General Conditions

- a. The total amount of Emergency Tuition and Fees Loans awarded shall be-based on projected set-aside revenues for each semester, projected revenue from collections, and cash on hand.
- b. Emergency loans will be processed on a first come, first served basis until funds are exhausted or the processing period ends, whichever comes first. If the budgeted funds are exhausted, the Vice President of Business Affairs can approve additional funding.
- c. Borrowers shall execute a promissory note, in a form provided by the Emergency Tuition Loan Office, for the full amount of the loan. Appropriate truth-in-lending forms and repayment schedules as required by law shall be executed prior to disbursement of funds.
- d. Extensions may be granted by applying to the Emergency Tuition Loan Collection supervisor. These extensions will not exceed the last day of classes for any semester or summer session.



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- e. If it is determined by the Comptroller that repayment of the loan would deprive the student of an opportunity to continue his or her degree programs for reasons of financial need, and the student is a resident student, repayment of the loan shall be deferred until the earlier of the following:
 - i. the first day of the ninth month after the last month in which the borrower was enrolled; or
 - ii. the fifth anniversary of the date on which the loan was executed.
- f. Disbursement and receipt of funds shall be in accordance with applicable fiscal regulations of the University.

D. <u>Definitions</u>

Not applicable.

E. Responsibilities

Not applicable.

F. Procedures

Not applicable.

G. Review

This Divisional Head for this policy is the Vice President for Business Affairs and this policy shall be reviewed every five years or sooner if legislation changes by the following Stakeholders:

- 1. Associate Vice President for Business Affairs//Comptroller Senior Reviewer
- 2. Loans Collection Supervisor
- 3. Faculty Senate Chair
- 4. Staff Senate Chair
- 5. Student Government President