



# **Handbook of Operating Procedures**

**Section:** 5.1.8  
Originally Approved: 07/19/2001  
Last Amended: 01/24/2011  
Last Reviewed: 08/30/2010  
Page: 1 of 6

---

## **TUITION REBATE PROGRAM**

### **A. Purpose**

The purpose of this policy is to provide for the implementation of the Tuition Rebate Program under [Section 54.0065, Texas Education Code](#). This policy details The University of Texas-Pan American procedures for administration of the State's Tuition Rebate Program [hereafter referred to as the Rebate Program].

### **B. Persons Affected**

This policy applies to students.

### **C. Policy**

The policy of The University of Texas-Pan American is for students to complete the State Tuition Rebate Program Application in order to be considered for this Rebate Program. This form includes the students Declaration of Intent to qualify for the Rebate Program and their Request of a Rebate.

1. Eligibility - To be eligible for a rebate under this program, students must meet all of the following conditions:
  - a. They must have enrolled for the first time in a Texas 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 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;
  - d. 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 in excess of nine semester credit hours, courses that are dropped after the official census date, for-credit 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. Courses which should be excluded as well would be course credit that is earned to satisfy requirements for a Reserve



## **Handbook of Operating Procedures**

**Section:** 5.1.8  
Originally Approved: 07/19/2001  
Last Amended: 01/24/2011  
Last Reviewed: 08/30/2010  
Page: 2 of 6

---

### **TUITION REBATE PROGRAM**

Officers Training Corps (ROTC) program but that is not required to complete the degree program.

- e. If a student is not awarded a baccalaureate degree within the period required, hardship or other good cause must be provided to the Office of the Registrar for review and consideration. The performance of active duty military service by a student shall be recognized as “good cause” and be eligible to receive the Tuition Rebate.
2. Tuition - Education & General (E&G) tuition is the only tuition/fee, which is eligible for rebate under the Rebate Program [per The Texas Higher Education Coordinating Board].
  3. Amount - The maximum amount of the rebate is \$1,000, subject to the following limitations:
    - a. Only those tuition amounts paid less exemptions, waivers, and other tuition adjustments.
    - b. Outstanding loan balance(s), guaranteed by the state and/or indebtedness to UTPA will be deducted from the rebate and only the remainder will be paid to the student.
    - c. If the E&G tuition paid the institution awarding the degree totals an amount of undergraduate tuition less than \$1,000, the student 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 E&G tuition the student paid to other Texas public institutions of higher education by providing the institution awarding the degree with official receipts documenting the total amount of that tuition paid to other institutions. This proof must be provided at the time that the student declares their intent to qualify for the Rebate Program. Failure to do so at that time will result in those amounts not being considered in calculating the amount of the rebate.
  4. Degree-granting institution - The university which awards the degree is required to make payment under this Rebate Program, including any amounts which are due to the student because of prior attendance at other Texas institutions of higher education. The rebates are to be paid from local institutional funds (Fund 002) and a comparable amount of General Revenue is to be made available to the paying institution. It is the intent of the Legislature that rebates are to be financed by savings to the State resulting from reductions in the number of courses taken by undergraduates.



## **Handbook of Operating Procedures**

**Section:** 5.1.8  
Originally Approved: 07/19/2001  
Last Amended: 01/24/2011  
Last Reviewed: 08/30/2010  
Page: 3 of 6

---

### **TUITION REBATE PROGRAM**

5. Attendance at multiple Texas higher education institutions - Students who transfer in credit from other higher education institutions must provide UTPA with official receipts from those institutions, to document the amounts paid by the student. The receipts must be provided to UTPA at the time that the student makes their Declaration of Intent to qualify for the Rebate Plan. If E&G Tuition paid by the student at UTPA exceeds \$1,000, receipts from other institutions are not required.

#### **D. Definitions**

Not Applicable.

#### **E. Responsibilities**

Duties associated with the Rebate Program are as follows:

1. Students - Those students who want to qualify for this program must do all of the following not later than the times specified:
  - a. Declaration of Intent - File the State Tuition Rebate Program Application with the Assistant Registrar-Graduation not later than the workday immediately preceding their graduation date. This Declaration may not be filed any sooner than the first class day of the semester in which the student graduates.
  - b. Request for Reimbursement - Must be filed not later than sixty days after the student's graduation date. This request may be made at the same time as the Declaration of Intent.
  - c. Provide official receipts from other Texas institutions not later than the time at which their Declaration of Intent is filed.
  - d. Enroll only in those courses that qualify them for rebates. Enrollment in more than three (3) hours beyond the minimum required for their degree will invalidate their participation in the Rebate Program.
  - e. Comply with all university rules and regulations related to administration of the Rebate Program.
2. Assistant Registrar-Graduation - reviews the student's Declaration of Intent to participate in the Rebate Program and their academic records and certifies that the student is eligible for the Rebate Program. Also notifies the student if he or she will not receive a rebate and the reason for the denial.



# **Handbook of Operating Procedures**

**Section:** 5.1.8  
Originally Approved: 07/19/2001  
Last Amended: 01/24/2011  
Last Reviewed: 08/30/2010  
Page: 4 of 6

---

## **TUITION REBATE PROGRAM**

3. Financial Aid Office - determines if the student has outstanding loan balances and if so the amount(s) and the lender information.
4. Payments and Collections Office - determines the net amounts paid by the student and any outstanding obligations that the student owes to UTPA and/or loan balances guaranteed by the State of Texas.
5. Accounts Payable - pays outstanding obligations from the rebate amount, then makes payment for any remaining balance to the student.
6. The Texas Higher Education Coordinating Board - promulgates policies and procedures for administration of the Rebate Program.

### **F. Procedures**

1. Application and Refund Procedures
  - a. Student fills out the State Tuition Rebate Program Application and provides it to the Assistant Registrar-Graduation not later than the workday immediately preceding their graduation.
  - b. The Assistant Registrar-Graduation will review the student's record immediately after graduation and certify their eligibility for the Rebate Program.
  - c. The form and supporting documentation are forwarded to the Financial Aid Office for review.
  - d. Then, to the Payment and Collections Office for calculation of any outstanding indebtedness and the amount of the rebate and forwards documentation to the Registrar's Office and the Registrar's Office then submits the form to Accounts Payable for the processing of the check.
  - e. The Accounts Payable Office processes the refund and forwards copies of all documentation to the Assistant Registrar-Graduation for the student's permanent file.
2. Appeals
  - a. Academic Ineligibility - Students who are determined by the Assistant Registrar Graduation to be ineligible for participation in the Tuition Rebate Program may



# **Handbook of Operating Procedures**

**Section:** 5.1.8  
Originally Approved: 07/19/2001  
Last Amended: 01/24/2011  
Last Reviewed: 08/30/2010  
Page: 5 of 6

---

## **TUITION REBATE PROGRAM**

file an appeal with the Vice President for Student Affairs. Failure to adhere to all of the following requirements will constitute grounds for dismissal of the appeal.

- i. **Format** - The appeal must be in writing and must specify the reason(s) why the student feels they should be eligible for the Rebate Program.
- ii. **Documentation** - All supporting documentation (such as official transcripts from previous institutions attended) must accompany the appeal.
- iii. **Deadline for Appeal** - The appeal must be filed not later than thirty calendar days after the date on which the Assistant Registrar-Graduation determines ineligibility. This 30-day time limit includes all UTPA holidays and breaks.

The Vice President for Student Affairs will provide written notice to the student of the results of their review of the appeal not later than thirty calendar days after receipt of the appeal. For appeals which result in a determination of eligibility for the Tuition Rebate Program, the Vice President for Student Affairs will forward the State Tuition Rebate Program Application and supporting documentation through administrative channels so that the Tuition Rebate payment can be made.

- b. **Amount** - Students who desire to appeal the dollar amount of their Tuition Rebate must follow the steps detailed below. Failure to adhere to all of the following requirements will nullify their appeal as to the amount of the rebate.
  - i. **Format** - The appeal as to the amount of the rebate must be in writing and must include (a) calculations which document the rebate amount which the student expected and (b) the specific differences between the expected and actual rebate. This appeal as to rebate amount must be sent to the Payment and Collections Office.
  - ii. **Documentation** - All supporting documentation (such as receipts from previous institutions attended) must accompany the appeal.
  - iii. **Deadline for Appeal as to Amount** - The appeal regarding the amount of the rebate must be filed not later than thirty (30) calendar days after the check date for rebates issued. For students whose rebate amounts did not exceed outstanding obligations, an appeal as to amount must be received not later than thirty calendar days after the date of the Payment and Collections Office notice regarding such balances. The 30-day time limit includes all UTPA holidays and breaks.



# **Handbook of Operating Procedures**

**Section:** 5.1.8  
Originally Approved: 07/19/2001  
Last Amended: 01/24/2011  
Last Reviewed: 08/30/2010  
Page: 6 of 6

---

## **TUITION REBATE PROGRAM**

The Assistant Registrar will provide written notice to the student of the results of their review of the appeal no later than thirty calendar days after receipt of the appeal. For appeals that result in additional funds owed to the student, payment will be forwarded to the student's permanent address within thirty days after such determination is made, unless the student has an outstanding loan balance or UTPA obligations.

### **G. Review**

This policy shall be reviewed by the Associate Vice President for Business Affairs/Comptroller and this policy shall be reviewed every five years or sooner if necessary by the following Stakeholders:

1. Associate VPBA/Comptroller - Senior Reviewer
2. Associate VP and Dean of Admissions and Enrollment Services