



Handbook of Operating Procedures

Section: 5.1.5
Originally Approved: 10/05/1990
Last Amended: 09/12/2008
Last Reviewed: 09/12/2008
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OPTIONS TO PAY TUITION AND MANDATORY FEES BY INSTALLMENT

A. Purpose

The purpose of this policy is to provide for the implementation of [Section 54.007, Texas Education Code](#).

B. Persons Affected

This policy applies to students.

C. Policy

The policy of The University of Texas-Pan American for implementing [Section 54.007, Texas Education Code](#) is:

1. Options

- a. Students registered for the fall or the spring semester shall be provided with two alternative methods of payment:
 - i. full payment of all tuition, mandatory, and course-specific fees in advance of the beginning of the semester; or
 - ii. one-quarter payment of tuition, mandatory, and course-specific fees in advance of the beginning of the semester, one-quarter payment prior to the start of the fifth class week, one-quarter payment prior to the start of the tenth class week, and the final one-quarter prior to the start of the fifteenth class week.
- b. A student may select only one option in any one semester.
- c. Having selected an option, a student may not change to any other option. This does not preclude the reduction in the number of installments through early payment in full.

2. General Conditions

- a. If a student elects to pay tuition and fees by installment and is subsequently granted financial aid, the financial aid will be applied to the payment of tuition and fees currently owed and the balance of the financial aid, if any, will be paid to the student.



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- b. The University shall collect an incidental fee of \$30.00 from students who elect to pay tuition and fees by installment. An additional \$5.00 late fee shall be collected from students each time an installment is made after the installment's specified due date.
- c. A student who fails to make full payment of tuition and fees, including any incidental fees, by the date that such payments are due is subject to one or more of the following penalties at the option of the University.
 - i. bar against readmission;
 - ii. withholding of grades, degree, and official transcript, and/or denial of credits; and
 - iii. any other penalty or action authorized by law.
- d. Students may be allowed to register and will receive credit for work done upon payment of all tuition and fees due, the incidental fee, the late fee, and a reinstatement fee of \$25.00.
- e. Any student who believes that a determination that he or she has failed to pay a tuition and fee installment when due may request a review of the record by the Comptroller. The student will present the request for review in writing to the Registrar. The request must be accompanied by verifiable documentation that the payment has been made.

D. Definitions

1. *Mandatory fees.* Those fees required of every student enrolled as of the official enrollment date.
2. *Course-specific fees.* Those fees required of students enrolled in particular courses.
3. *Incidental fees.* Those fees established to recover the actual cost of material or services provided by the University.
4. *Financial aid.* Includes all forms of payments received by students, or received by the University on behalf of the students, for the express purpose of defraying the cost of education. Financial aid includes grants, scholarships, loans, and stipends.



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5. *Class week.* Normally consists of the seven week days inclusive of Monday through Sunday. The first calendar week of classes is considered a full class week, regardless of the day classes actually start. Class days refer to days the University schedules classes, not to the individual student's schedule.

E. Responsibilities

Not applicable.

F. Procedures

Not applicable.

G. Review

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

1. Associate Vice President for Business Affairs/Comptroller – Senior Reviewer
2. Director of Student Financial Services
3. Council of Deans
4. Faculty Senate Chair
5. Staff Senate Chair
6. Student Government Association President