

SUBJECT: Undergraduate Tuition Rebate

I. PURPOSE AND SCOPE

Policies and procedures are to be followed by the University of Houston-Clear Lake (UHCL) with respect to rebating tuition to students who comply with The Texas Higher Education Code, Section 54.0065 (Tuition Rebate for Certain Undergraduates).

II. POLICY STATEMENT

As a Texas public baccalaureate-granting general academic university, UHCL is required to offer rebates to eligible students. UHCL shall rebate up to \$1,000.00, 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:

- A. They must have enrolled for the first time in an institution of higher education during the fall semester of 1997 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, attempted all coursework at a Texas public institution of higher education, been entitled to pay resident tuition at all times while pursuing the degree; and
- D. They must have attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree as outlined in the catalog under which they were graduated. Hours attempted include transfer credits; course credit earned exclusively by examination; courses dropped after the official census date; for-credit developmental courses; optional internship and cooperative education courses; and repeated courses. Hours excluded are course credit that is earned to satisfy requirements for a Reserve Officers Training Corp (ROTC) program but that is not required to complete in degree program; and course credit, other than course credit earned exclusively by examination, that is earned before graduating from high school. 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 \$1,000.00 tuition rebate, should be the minimum number of credit hours through 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 \$1,000.00, unless the total amount of undergraduate tuition paid by the student to the institution awarding the degree was less than \$1,000.00, 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 \$1,000.00 may qualify for an increase in the amount of the rebate, not to exceed a total rebate of \$1,000.00, 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 Cooperation. If a student has more than one outstanding 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 rate first. If the amount of the rebate exceeds the amount of the loan, the institution shall pay the student the excess amount.

V. UHCL RESPONSIBILITIES

The university must:

- A. Notify first-time degree-seeking undergraduates 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, provide these students opportunities to enroll during each fall and spring semester in the equivalent of at least 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. 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. Provide students with appropriate forms and instruction for requesting tuition reimbursement at the time that students apply for baccalaureate degrees.
- D. Provide tuition rebates to students who apply for them within 60 days after graduation OR a statement explaining the reason the applicant is ineligible for the rebate.
- E. Resolve disputes related to lower division credit transfer in accordance with Texas Higher Education Coordinating Board rules, Chapter 5, section 5.393 of The Texas Education Code (relating to Transfer of Lower Course Credit). Disputes related to other academic issues should be directed to, in the following order of progression: the Dean of the college, and then the Office of the Associate Vice President for Academic Affairs.

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 UHCL with official transcripts from all institutions attended prior to enrolling at UHCL.
- D. Prior to receiving their baccalaureate degrees, students must apply to their respective colleges for the rebate using the forms provided by UHCL, and must provide the institution with accurate contact information for at least 60 days after their graduation date.

VII. FUNDING SOURCE

Tuition rebates shall be paid from institutional local funds (specifically, the tuition account similar to remissions and exemptions). However the enabling legislation provides that the Legislature shall account in accordance with the General Appropriations Act for the rebates in a way that provides a corresponding increase in the general revenue funds appropriated to the institution.

University of Houston Clear Lake

Request for Undergraduate Tuition Rebate Form

Please complete the Texas Tuition Rebate Student Checklist before completing and forwarding this form.

PART A. TO BE COMPLETED BY STUDENT. Please type or clearly print the information.

Student's First	Middle	Last Name	Student ID
Street Address	Apt Number		Telephone Number
City	State	Zip	Email Address
Semester/Year Applied for Graduation		Catalog Year	
Undergraduate Degree Objective(s)			

Major	Minor		
Yes No	I have attached official transcripts from all other institutions I have attended.		
Yes No	I have an outstanding educational debt and understand, as required by statute, it will be applied to the following loan: (Indicate preferred loan to which you wish to have the rebate applied.)		
<input type="checkbox"/>	Federal Unsubsidized Standard Loan	<input type="checkbox"/>	Federal Subsidized Stafford Loan
<input type="checkbox"/>	Federal Perkins Loan	<input type="checkbox"/>	University Loan

Student's Signature	Date
---------------------	------

PART B. TO BE COMPLETED BY OFFICE OF ACADEMIC RECORDS

Yes No	Student applied for rebate before official closing of semester receiving the baccalaureate degree.
Yes No	Student enrolled for the first time in an institution of higher education in fall semester of 1997 or later.
<i>If student enrolled in fall 2005 or later:</i>	
Yes No	Student has completed four year degree in four years.
_____	Minimum number of hours required for the degree
_____	Total hours attempted at University of Houston-Clear Lake (includes any hours for courses dropped after the census date)
_____	Total hours attempted at other institutions/transfer credits
_____	Total hours of credit by examination
_____	Total attempted hours (subtract the first 9 credit by exam hours, if any, from total attempted hours)
_____	Total hours in excess of the permitted number of hours, if any (only 3 hours over the minimum for the degree are permitted)
Yes No	Student's degree has been awarded. Semester _____ Year _____
<i>If all requirements have been met, the Registrar forwards this form to the Financial Aid Office for approval. If not, the Registrar will email the student a notice of ineligibility.</i>	

Name of Registrar (Please Print)	Registrar's Signature	Date
----------------------------------	-----------------------	------

PART C. TO BE COMPLETED BY FINANCIAL AID OFFICE

Yes No	The student has outstanding educational indebtedness.
The undergraduate tuition rebate should be applied to the following educational indebtedness:	
_____	Amount of Federal Unsubsidized Stafford Student Loan
_____	Amount of Federal Subsidized Student Loan
_____	Amount of Federal Perkins Loan
Yes No	NSLDS Information Attached
Rebate to be sent to Lender/Loan Servicer: _____	
Mailing Address: _____	

Name of Financial Aid Representative (Please Print)	Signature of Financial Aid Representative	Date
---	---	------

PART D. TO BE COMPLETED BY THE OFFICE OF STUDENT BUSINESS SERVICES (SBS)

Yes No	Student graduated from the University. (Must be verified before fund disbursement.)	
_____	Amount of student rebate applied to student account.	
Name of Student Business Services Rep. (Please Print)	Signature of Student Business Services Rep.	Date