



FALL 2014
Registration Instructions



Texas State University is a tobacco-free campus.

TEXAS  STATE
UNIVERSITY[®]
The rising STAR of Texas

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM™



Board of Regents

Donna N. Williams - Chairman
Arlington

Ron Mitchell - Vice Chairman
Horseshoe Bay

Charlie Amato
San Antonio

Dr. Jaime R. Garza
San Antonio

Kevin J. Lilly
Houston

David Montagne
Beaumont

Vernon Reaser III
Bellaire

Rossanna Salazar
Austin

William F. Scott
Nederland

Brian McCall, Chancellor

TABLE OF CONTENTS

University/Campus Information _____	1
Notification of Rights under FERPA _____	1
Higher Education Opportunity Act, Section 133 _____	2
Students Right to Know and Campus Security Act of 1990 _____	3
Retention and Graduation Rates _____	3
Academic Calendars _____	4
Final Exam Schedule _____	4
How To Register _____	4
Registration & Schedule Changes _____	4
List of Course Abbreviations _____	4
Verification of Enrollement _____	4
Immunization and Health Insurance Information _____	5
Meningitis Immunization _____	5
Optional Student Health Insurance Plan _____	5
Mandatory Health Insurance for International Students _____	5
Hazing _____	6
Drug Free Schools and Communities act compliance _____	6
University Housing Policy and Rates _____	7
Residence Life Information - http://www.reslife.txstate.edu/ _____	7
The University Housing Requirement _____	7
Housing Options _____	7
Vacation/Break Housing Schedule _____	7
Housing Rates _____	7
Housing Payments _____	7
Housing Refunds _____	7
ID Services Information _____	8
Dining Policies and Rates _____	8
Dining Refunds _____	9
Commuter Meals _____	9
Bobcat Buck\$ _____	9
Fees _____	10
Tuition and Fee Information _____	10

Fees for Off-Campus Courses _____	10
An electronic fee _____	10
Payment of Fees _____	10
Fees for Auditing Courses: _____	10
Late Registration Fee: _____	10
Late Fee for Student Health Center _____	10
Student's Financial Obligations: _____	11
Important Policies _____	11
Billing Information _____	11
Contracts and Exemptions (Formerly Known as Tuition Adjustments) _____	12
Returned Checks/EFT (e-Check) _____	12
Tuition Rebate Program _____	13
Hardship Provisions _____	14
Course Repeat Fee _____	14
Tuition for Excessive Undergraduate Hours _____	15
Doctoral Excessive Undergraduate Hours _____	15
99 Hour Rule _____	15
Other Fees and Charges _____	16
Undergraduate Tuition and Fees - Fall 2014 _____	17
Graduate Tuition and Fees - Fall 2014 _____	18
Where Your Student Fees Go - Fall 2014 _____	19
Payments _____	20
Registration Payment and Due Date Information _____	20
Registration Payment Instructions _____	21
Registration Payment Options _____	22
Financial Aid Recipients _____	22
Refunds _____	23
Refunds and Withdrawal from the University _____	23
Withdrawal Refunds _____	23
Drop Refunds _____	24
Room and Board Refunds _____	24
Refund in Event of Death _____	24

University/Campus Information

NOTIFICATION OF RIGHTS UNDER FERPA

Family Educational Rights & Privacy Act
(Buckley Amendment, 1974)

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their education records. These rights include:

- A. The right to inspect and review the student's education records within 45 days of the day Texas State receives a request for access. Students should submit to the Registrar, Academic Dean, Department Chair, or other appropriate official, written requests that identify the records they wish to inspect. Texas State will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- B. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested by the student, the university will notify the student within a reasonable time of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- C. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university or the Texas State University System in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, information processor, or collection agent); a person serving on the Board of Regents, Texas State University System; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review or maintain an education record in order to fulfill his or her professional or contractual responsibility. Upon request, the university discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
- D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Texas State to comply with the requirements of FERPA.
- E. The right to know the types of personally identifiable information that Texas State deems directory information that it may release without consent. Texas State has designated the following information as directory information: (1) name; (2) date and place of birth; (3) fields of study, including major and minor; (4) enrollment status (actual hours enrolled, undergraduate, graduate, etc.); (5) degrees, certificates and awards; (6) type of award received (academic, technical, continuing education, etc.); (7) dates of attendance; (8) student classification; (9) name of the most recent previous educational agency or institution attended; (10) telephone number; (11) current and permanent addresses, excluding e-mail addresses; (12) weight and height of athletes; (13) participation in officially recognized activities and sports; (14) names of prospective graduates; (15) parking permit records; (16) names of parents; (17) photographs of students; (18) any other records that could be treated as directory information under FERPA.

F. The right to refuse to let Texas State designate the types of directory information. Any student may refuse to let Texas State designate any or all of the above types of information about the student as directory information. To do so, the student should file a written request in the Registrar's Office. (A [Privacy Hold Form](#) is available for use by a student in the Registrar's Office.) The student should specify in his or her request the types of information that should not be designated as directory information, or the student may direct that all of the above types of information not be designated as directory information. Texas State will apply the request to the student's records until the student notifies the Registrar's Office otherwise.

G. Texas State may release the results of campus disciplinary proceedings concerning alleged perpetrators of violent crimes to the victims of those violent crimes.

HIGHER EDUCATION OPPORTUNITY ACT, SECTION 133

Recent revisions to the Higher Education Opportunity Act, Section 133, require institutions to provide textbook information as a part of its online or printed schedule of classes. The purpose of this provision is to help college students determine what their textbook costs will be before registration, and to know which version of textbooks professors will be using. Students equipped with ISBN numbers and published prices can make more informed decisions about their class schedules and easily purchase the correct textbooks for their courses. This information can be found at: <http://www.bookstore.txstate.edu/>

Information about buying new or used textbooks, renting textbooks, and textbook buy-back programs can be found at: <http://www.bookstore.txstate.edu/>

STUDENTS RIGHT TO KNOW AND CAMPUS SECURITY ACT OF 1990

Texas State University provides this report to comply with the Students Right-To-Know and Campus Security Act of 1990. Texas State is a state assisted institution of higher education located in the hill country of Central Texas. The main campus consists of 457 acres in the city of San Marcos, Texas, which has a population over 50,000. The university enrolls over 35,000 students supported by approximately 4,000 faculty and staff.

The Student Right-to-know and Campus Security Act requires institutions of higher education to provide the graduation rate of bachelor's degree-seeking, full-time, first-time undergraduate students. The six-year graduation rate for first-time freshmen who enrolled for 12 or more hours at Texas State, including those who first attended any institute of higher education for the first time in the previous summer, is reflected in the table below. If you have any questions about this information, please call the Office of Institutional Research (512) 245-2386 at Texas State.

RETENTION AND GRADUATION RATES

	First Fall Semester of Entering Freshman Cohorts										
	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
Entering Cohort	2,674	2,818	2,783	3,053	2,982	3,243	3,445	3,809	4,047	4,411	4,359
1-Year Retention	77.5%	76.4%	74.7%	76.3%	74.6%	77.6%	78.6%	78.7%	78.5%	76.7%	77.1%
2-Year Retention	68.7%	67.4%	68.2%	68.2%	66.8%	70.8%	69.5%	69.1%	67.0%	67.2%	
3-Year Retention	63.8%	64.8%	64.2%	64.7%	62.4%	65.7%	64.5%	62.1%	61.8%		
4-Year Graduation	22.0%	23.7%	24.8%	27.0%	27.4%	30.4%	26.4%	25.9%			
5-Year Graduation	46.4%	48.2%	48.6%	48.2%	47.0%	50.3%	48.3%				
6-Year Graduation	54.3%	55.9%	55.7%	55.5%	52.8%	57.3%					

NOTE:

Texas State University's annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings, owned or controlled by Texas State, and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters. The Texas State campus security report is available through the UPD web site at: <http://www.police.txstate.edu>. It is also available by mail at no charge from Texas State's offices of Undergraduate Admission, Graduate College, Human Resources or the University Police Department by calling (512) 245-2111.

ACADEMIC CALENDARS

<http://www.registrar.txstate.edu/persistent-links/academic-calendar>

FINAL EXAM SCHEDULE

<http://www.registrar.txstate.edu/persistent-links/final-exam-schedule>

HOW TO REGISTER

<http://www.registrar.txstate.edu/persistent-links/how-to-register.html>

REGISTRATION & SCHEDULE CHANGES

<http://www.registrar.txstate.edu/registration/access-periods.html>

LIST OF COURSE ABBREVIATIONS

<http://www.txstate.edu/curriculumservices/course-info/prefix-inventory.html>

VERIFICATION OF ENROLLEMENT

Students who require verification of their enrollment for the current semester may obtain instructions at <http://www.registrar.txstate.edu/our-services/verify-enrollment.html>.

Students taking a correspondence course must obtain a verification of those classes from the Correspondence Studies office located in 302 ASB-North. <http://www.correspondence.txstate.edu/>

Students taking a study abroad course must obtain a verification of those classes from the Study Abroad office located in the Thornton International House at 344 W. Woods Street. <http://www.studyabroad.txstate.edu/>

IMMUNIZATION AND HEALTH INSURANCE INFORMATION

In addition to the recommended childhood immunizations, it also is recommended that students have had two doses of measles (MMR) vaccine, a tetanus shot including diphtheria and a cellular pertussis (Tdap) within the last 10 years and two doses of varicella vaccine if they have never had chicken pox. Hepatitis B vaccination is recommended for college students. Human Papillomavirus (HPV) vaccine is recommended for unvaccinated women up to 26 years of age and men up to 21 years of age. Most of these vaccinations are available at the Student Health Center. Testing for infectious tuberculosis (TB) is recommended for students from areas where TB is prevalent, such as Southeast Asia, Africa, the Eastern Mediterranean and Russia.

Meningitis Immunization

State law requires all new students up to age 21 entering a public, private or independent institution of higher education in Texas to provide proof of immunization for bacterial meningitis. You will not be able to register for classes until this requirement is met. You will be notified by email if you are required to provide this documentation. Step-by-step instructions on how to upload your documents, information about exemptions or where to get the meningitis vaccination can be found on the [Texas State Health Center Website \(http://www.healthcenter.txstate.edu\)](http://www.healthcenter.txstate.edu).

Optional Student Health Insurance Plan

If you are interested in purchasing health insurance available for Texas State students, please contact the Student Health Center at (512) 245-2161 or view their website at <http://www.healthcenter.txstate.edu/> for more information.

Mandatory Health Insurance for International Students

International students are responsible for any medical expenses incurred while in the United States. As a non-resident, the student may not be eligible for any of the public assistance medical plans offered in the U. S. All non-immigrant international students are required to have medical insurance during the entire school year as a condition of enrollment at Texas State (UPPS 07.09.04 International Student Health Insurance). INTERNATIONAL STUDENTS ENROLLED IN EDUCATIONAL PROGRAMS THAT ARE LESS THAN A SEMESTER IN LENGTH ARE REQUIRED TO HAVE MEDICAL INSURANCE THROUGHOUT THE PERIOD OF THAT PROGRAM. The fee for the Texas State international student insurance plan is automatically added to the tuition and fee bill at the time of registration. International students will be billed the health insurance premium twice a year and it must be paid in full by the fall and spring tuition payment deadlines. Fall insurance coverage will be billed prior to the fall semester and spring/summer coverage will be billed prior to the spring semester. International students who wish to have the insurance premium waived must present proof of comparable insurance (including major medical, evacuation, and repatriation) to the Student Health Center for approval prior to each semester OR EDUCATIONAL PROGRAM. Insurance waiver information and forms and deadlines may be obtained by visiting the Student Health Center website at <http://www.healthcenter.txstate.edu/INSURANCE/online-waiver-request-process.html> e-mailing requests to healthcenter@txstate.edu or calling the Medical Records Department at (512) 245-2161, option 0. International students may obtain insurance coverage for a spouse and/or dependent children. For more information, contact the Texas State Student Health Center at (512) 245-2161

HAZING

Hazing is a violation of state law and university policy. Hazing means an act by one person against another that endangers the physical or mental health or safety of a student for the purpose of pledging, being initiated into, affiliating with or maintaining membership in any student organization. Organizations, as well as individuals, may be found guilty of hazing. Persons or organizations are guilty of hazing if they engage in hazing, encourage hazing, permit hazing to occur, or fail to report hazing to the Dean of Students. A person who reports hazing to the Dean has immunity from civil or criminal liability for the incident. Hazing is a misdemeanor under state law, which imposes jail confinement and fines for guilty individuals and organizations. For more information please go to:

<http://www.dos.txstate.edu/hazing.html>.

DRUG FREE SCHOOLS AND COMMUNITIES ACT COMPLIANCE

A student who, by a preponderance of the evidence, under these Rules and Regulations, is found to have illegally possessed, used, sold or distributed any drug, narcotic, or controlled substance, whether the infraction is found to have occurred on or off campus, shall be subject to discipline, ranging from mandatory, university or college approved counseling to expulsion. Mitigating or aggravating factors in assessing the proper level of discipline shall include, but not necessarily be limited to, the student' motive for engaging in the behavior; disciplinary history; effect of the behavior on safety and security of the university or college community; and the likelihood that the behavior will recur. A second infraction for a drug-related offense shall result in permanent expulsion from the component and from all other institutions in the Texas State University System. A student who has been suspended, dismissed, probated or expelled from any system component shall be ineligible to enroll at any other system component during the applicable period of discipline. <http://www.dos.txstate.edu/services/adcs/links/drug-free-schools.html>

University Housing Policy and Rates

RESIDENCE LIFE INFORMATION - <http://www.reslife.txstate.edu/>

THE UNIVERSITY HOUSING REQUIREMENT

The Department of Housing and Residential Life (DHRL) at Texas State University is both an educational and a business enterprise of the University. The role of the DHRL is to support the academic mission of the University through the provision of on-campus housing. Therefore, in support of the educational mission of the University, and the value of the on-campus residential experience to students, **new students under the age of 20 (by September 1 for fall admission or January 1 for spring admission) with fewer than 30 credit hours are required to live in on-campus university housing. All students who graduated from high school within the preceding 12 months of the semester of their admission are also required to live on campus.** *(This policy applies to the fall/spring academic year; the university does not have a housing requirement during the summer sessions.)* Students who are required to live in on-campus housing must either make arrangements to live on campus or seek a formal exemption. Requests for exemptions (and final decisions) must be completed prior to orientation and registration for classes. No request for an exemption is necessary if the student has completed 30 or more semester hours and has graduated from high school longer than one year prior to admission, or is 20 years of age or older. Housing contracts are binding for the full academic year or the remainder of the current academic year if entered after the beginning of the fall semester. Students residing in on-campus housing are required to purchase a meal plan.

Housing Options

The DHRL offers a variety of living arrangements ranging from traditional residence halls to apartment-style living. Each location offers a distinct community feel and unique atmosphere. All the facilities provide engaging and entertaining educational programs and social opportunities. Visit our website at www.reslife.txstate.edu for more information on housing facilities and the options for summer and fall housing.

Vacation/Break Housing Schedule

For Thanksgiving and Spring Break, all residences will remain open for Thanksgiving and Spring Break; however, students planning to remain on campus must register with DHRL online in order to remain in their space and be authorized to have access to their residence.

For the Winter Break - Apartment-style facilities remain open during Winter Break but most traditional, suite and super-suite style facilities will close and may not be occupied during that time. Some residence halls will remain open during the Winter Break; for a complete list, check our website. In addition, all opening and closing schedules are posted online. The student who is unable to leave campus during Winter Break may submit a break-housing request; if the student resides in one of the designated Winter Break locations, they will be approved to remain in their own space; all other students will be accommodated on a space-available basis and will be asked to relocate temporarily to one of the Winter Break locations. Any student who remains for Winter Break will be charged an additional fee.

Housing Rates

Rates and available residences can be found online at www.reslife.txstate.edu. Rates provided are per student, per semester.

Housing Payments

The DHRL requires that all students submit a \$300 prepayment with their housing contracts. Housing charges are computed on a semester (or term) basis and may be paid in full at registration or in three installments. Billing occurs through Student Business Services.

Housing Refunds

See page [24](#) for room and board refunds.

ID SERVICES INFORMATION

<http://www.auxiliaryservices.txstate.edu/>

DINING POLICIES AND RATES

Meal plans are available for on campus residence hall (required as part of the room contract) or off campus students.

Fall 2014 Meal Plan Options and Rates (Rates are per student and per semester and include tax)

150 Block Meals + 125 Dining Dollars - \$1,101
150 entries in any resident dining hall or at any on campus retail dining facility as a meal trade during the semester. Plus \$125 value of Dining Dollars to spend at any participating on campus dining facility.
200 Block Meals + 100 Dining Dollars - \$1,195
200 entries in any resident dining hall or at any on campus retail dining facility as a meal trade during the semester. Plus \$100 value of Dining Dollars to spend at any participating on campus dining facility.
250 Block Meals + 75 Dining Dollars - \$1,281
250 entries in any resident dining hall or at any on campus retail dining facility as a meal trade during the semester. Plus \$75 value of Dining Dollars to spend at any participating on campus dining facility.

Rollover Meals: How Do They Work? <http://www.auxiliaryservices.txstate.edu/services/dining/rollovermeals.html>

Fall semester meal plans roll over into the Spring ONLY if one of the resident meal plans is also purchased in the Spring semester: 150 + \$125, 200 + \$100, 250 + \$75.

- **40 BLOCK COMMUTER AND/OR 30/\$175 COMMUTER PLUS MEAL PLANS DO NOT COUNT FOR ROLLOVER MEALS.**
- Dining dollars do not roll over and must be used in the semester they are purchased.
- Enrollment is required and verified following the 12th class day of the Spring semester.
- The rollover meals will be placed in the Rollover Meal Plan and activated the week following the 12th class day of the Spring semester.
- Rollover meals will be available for use once all Spring semester meals have been exhausted.
- Rollover meals will be deleted upon a withdrawal from the Spring semester.
- There are no refunds of rollover meals.
- All meal plan balances are forfeited at the end of the Spring semester.

NOTE: Unused portions of Dining Dollars do NOT carry over to another semester.

FALL MEAL PLANS ARE ONLY GOOD FOR THE FALL SEMESTER.

Changes to the meal plan must be made by Wednesday, September 10, 2014 at ID Services, LBJ Student Center 2-9.1 or through the website at: <http://www.auxiliaryservices.txstate.edu/services/dining/mealplanchangeform.html>. Any changes after this date must be made by special approval from Auxiliary Services.

DINING REFUNDS

Dining charges will continue until the student has officially moved out of the on-campus housing facility (if necessary) and notified ID Services to cancel the meal plan. Cancellation requests can be made at the ID Services office in LBJ Student Center 2-9.1 or via the web at

<http://www.auxiliaryservices.txstate.edu/services/dining/mealplanchangeform.html>. Dining refunds are based on the proration table or usage, whichever is less. Any refund due will be applied to any unpaid university financial obligation with Texas State. If the refund exceeds any unpaid balance, a refund check will be directly deposited into the appropriate account if a student is registered for the service, or mailed within approximately 30 days to the local address on file with the Registrar's Office. Questions regarding the method and timing of refunds should be addressed through Student Business Services at (512) 245-2544.

COMMUTER MEALS

Chartwells offers 40 Block Meals (Commuter Plan) or 30 Block Meals with \$175 Dining Dollars (Commuter Plus Plan) to students residing off campus. These plans are only valid during the semester they are purchased and NEVER rollover to the following semester. For more information or to purchase either of these plans go to

<http://www.dineoncampus.com/txstate/> or contact a manager at any on campus dining facility. These plans are not available to be added to a student bill and are only available by direct pre-purchase from Chartwells Dining Service.

BOBCAT BUCK\$

A prepaid declining balance plan managed by Texas State that students, faculty and staff may access on their BobcatCard and carries over from semester to semester and year to year. Bobcat Buck\$ are used for payment of services at participating merchants on or off campus, at coin operated copy machines and at select campus vending machines. Deposit money to your Bobcat Buck\$ account securely on the Web at www.ManageMyId.com. Bobcat Buck\$ are ONLY refundable upon graduation, withdrawal or termination upon submittal of a written request to ID Services. A \$15 administrative fee is charged for all refund requests. Student Business Services does not issue a refund for amounts less than \$2.

Fees

TUITION AND FEE INFORMATION

Effective fall 2014, Texas State will offer an optional four-year fixed tuition plan. Please visit our website at <http://www.sbs.txstate.edu/billing/guaranteed-price-plan.html> for more information.

The University reserves the right to change fees in keeping with the acts of the Texas Legislature and the Board of Regents, Texas State University System.

Fees for Off-Campus Courses: An Off-Campus Fee of \$30 per hour is charged for courses not taught on campus or at RRHEC. On campus fees (Bus, Medical Svcs, Rec Sports and Student Center fees) are waived for students enrolled exclusively in off campus or internet courses.

On campus fees (Bus, Rec Sports and Student Center fees) are waived for students enrolled exclusively in RRHEC courses.

An electronic fee of \$50 per hour is charged for the purposes of funding course development and maintenance of internet or other electronic media courses. Students enrolled in solely electronic courses may be eligible to have the following four fees waived from their registration bill; the medical service fee, the recreational sports fee, the bus fee and the student center fee.

Payment of Fees: Registration fees are payable before classes begin. A student is not enrolled until fees are paid. Payment may be made by check or money order payable to Texas State. **MasterCard, VISA, American Express, Diners Club and Discover credit card payments are also acceptable online only.** For credit card or electronic check payments via web log on to <http://www.sbs.txstate.edu/>. Effective May 1, 2012, payment via credit/debit card will be assessed a 2.75% convenience fee based on the amount charged. There is a \$3 minimum fee per transaction. This convenience fee will be added to your total payment and is non-refundable.

******You must have your Net ID and password to access your account******

Fees for Auditing Courses: Where auditing a course is permitted, all fees will be the same as if the course were taken for credit. Senior citizens, 65 or older, may audit courses without payment of a fee if space is available. Registration is permitted just prior to the start of the semester, with reduction made by the Tuition Adjustment Clerk, Student Business Services Office (JCK 188) before going on CatsWeb to register.

Late Registration Fee: A Late Registration Fee of \$25.00 is assessed prior to the first class day to all students who do not advance register. A Late Registration Fee of \$100 is assessed to all students who register within the first seven class days. A Late Registration Fee of \$200 is assessed to all students who register after the 7th class day. Late Registration fees cannot be waived.

Late Fee for Student Health Center: A \$5.00 late fee is assessed at the Student Health Center for each emergency account receivable that is not paid within ten class days after medical treatment has been rendered.

Student's Financial Obligations: Students are expected to meet financial obligations to the University in accordance with specified deadlines and due dates. Registration fees are payable before classes begin. Students are not entitled to enter class or laboratory until their fees and deposits have been paid. Failure to pay the amount owed in the allotted time, or payments made with checks that are returned to Texas State unpaid by the bank may result in any or all of the following:

1. Dismissal from the University
2. Withholding of future registration privileges
3. Withholding of grades or an official transcript
4. Withholding the conferring of a degree
5. Bar against re-admission for the student
6. Warrant hold with the State of Texas
7. Referral of debt to a collection agency

Once a student registers, he or she is responsible for the total fees assessed regardless of whether the installment option is used. Refund percentages are applied to total fees assessed and not the amount paid. Students who withdraw before paying all charges may, in the event of withdrawal, receive a bill with a balance due rather than a refund. Delinquent accounts may be referred to a collection agency and the student is responsible for all attorney and collection fees.

IMPORTANT POLICIES

Payments for tuition and fees and other student charges may be made in person, by mail, or by web. Registration payments must be receipted by due date or classes will be canceled.

- Mailed payments must be **RECEIVED**, not postmarked, **BY THE DUE DATE**. You must make allowances for any postal delays.
- If you enroll in a payment plan, you will be assessed a \$30 enrollment fee. A \$25 late payment fee will be assessed for late payments.
- All refunds are applied to any outstanding obligation with the University.
- All student financial aid proceeds will be applied first to outstanding tuition, fees, room or board, or any other University debts.

BILLING INFORMATION

Billing information, including due dates and amounts due, may be accessed online at <http://www.sbs.txstate.edu/> or by calling Student Business Services at (512) 245-2544. If you did not pay your total due at registration, enroll in a payment plan or have incurred new charges (example: schedule changes) it is your responsibility to check online or call the Student Business Services Office to obtain your current balance due. A \$25 delinquent charge is assessed for late payments.

CONTRACTS AND EXEMPTIONS (FORMERLY KNOWN AS TUITION ADJUSTMENTS)

Contracts and Exemptions include tuition and fee adjustments for Commission for the Blind, Commission for the Deaf, DAV (Chapter 31), Fireman & Peacetime Orphans, Good Neighbor Scholarship, Post 9/11 GI Bill (Chapter 33), Hazlewood, Hazlewood Legacy, Combat Exemption, Residency Waivers (out-of-state to in-state), military, competitive scholarship or employment, ROTC Scholarship Cadets, Senior Citizens, Department of Assistive and Rehabilitative Services (DARS), Texas Employment Commission, Thesis Only, and Title VII Bilingual Scholarships, High School Valedictorians, Texas Guaranteed Tuition Plan and Texas Promise Fund.

If a student is eligible for one of the above tuition and fee adjustments or if any other state, federal agency or approved third party is paying the student's tuition and fees, the student must submit the appropriate paperwork to the Tuition Adjustment Clerk (JCK 188) by the following date in order for the adjustment to be reflected on the **Registration E-Bill**.

Fall – November 7

Contract and/or Exemption recipients' who have sufficient adjustments on their student account to cover 100% of tuition, fees, room and board are not required to take payment action.

Students who DO NOT have sufficient adjustments to cover 100% of tuition, fees, room and board must either pay the difference in full or enroll in a payment plan by the due date. FAILURE TO PAY EITHER THE DIFFERENCE OR ENROLL IN A PAYMENT PLAN BY THE DUE DATE MAY RESULT IN THE CANCELLATION OF YOUR CLASSES.

For further information call the Tuition Adjustment Clerk in the Student Business Services Office at (512) 245-2480 or (512) 245-5559.

EXEMPTIONS/WAIVERS

SAP REQUIRED

Effective Fall 2014 students must be meeting SAP (Satisfactory Academic Progress) to continue to receive State of Texas Exemption and Waiver programs. For a list of these programs please visit Student Business Services website at: <http://www.sbs.txstate.edu/students/waivers-exemptions.html>

Returned Checks/EFT (e-Check)

If a check or EFT is returned unpaid for any reason other than the admitted error of the bank, the student must pay for the returned check with cash, cashier's check, money order or credit card (MasterCard, VISA, Discover, Diners Club or American Express) immediately. A \$30.00 service fee is assessed for each returned check. Until the check is paid, the student will be on "Cash Only" status. Cash Only status is a denial of check cashing privileges on campus.

Individuals who have three returned checks or EFT within a 12-month period, will be placed on Cash Only status.

Stopping payment on a check for fees or allowing the check to be returned unpaid by the bank for any reason does not constitute official withdrawal. Failure to follow procedures for withdrawing from Texas State may result in financial penalties and delays with future enrollment in the University.

TUITION REBATE PROGRAM

As Authorized by section 54.0065, qualified students may receive a tuition rebate up to a maximum of \$1,000. To be eligible for this rebate, a student must meet all of the following conditions, as established by the Coordinating Board.

- (a) Student must have enrolled for the first time in an institution of higher education in the Fall 1997 semester or later;
- (b) Students must request a rebate for coursework related to a first baccalaureate degree received from Texas State University.
- (c) Student must have been a resident of Texas as set forth under Texas Administrative Code Chapter 21, Subchapter B (relating to Determining Residence Status) and have been entitled to pay resident tuition at all times while pursuing the degree;
- (d) If enrolled for the first time in Fall 2005 or later, student must graduate within four calendar years from the first semester enrolled in a general academic teaching institution for a four-year degree or within five calendar years for a five-year degree if the degree is in architecture, engineering, or any other program determined by the Texas Higher Education Coordinating Board to require more than four years to complete; and
- (e) Student must have attempted *no more* than three hours in excess of the minimum number of semester credit hours required to complete the degree under the catalog under which the student graduated. Hours attempted include transfer credits, course credit earned exclusively by examination, (except that, for the purposes of this Rebate Program, only the number of semester credit hours earned exclusively by examination in excess of nine semester credit hours is treated as hours attempted), courses dropped after the official census date, for-credit developmental 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. For students concurrently earning a baccalaureate degree and a Texas teaching certificate, required teacher education courses shall not be counted to the extent that they are over and above the free electives allowed in the baccalaureate degree program.

Note that the four- or five-year time limit prescribed in section (d) above begins on the first day of the month for enrollment in the semesters described as follows:

September for a fall semester; January for a spring semester; June for summer I; and August for summer II. For example, a student enrolling for the first time in Fall 2006 for a four-year degree must complete that degree not later than September 1, 2010 to be eligible for the Rebate.

Students must apply for the Tuition Rebate Program no sooner than the first day of class of the semester in which the student plans to graduate and not later than the business day immediately preceding graduation. Students must consult with their academic advisor to assure they meet all requirements to qualify for this program. Rebates will first be applied to outstanding obligations owed to Texas State prior to funds being issued to the student. Applications may be obtained from the Academic Advising Centers.

HARDSHIP PROVISIONS – Effective for students who enroll for the first time in Fall 2005 or later, an otherwise eligible student may be eligible for a rebate without satisfying the requirements of Section 02.01 above, if the student is awarded a baccalaureate degree and the college dean certifying the degree has determined, with the completion of the Tuition Rebate Hardship Justification, that the student has demonstrated a hardship under any of the following conditions:

- A. A severe illness or other debilitating condition that may affect the student’s academic performance;
- B. An indication that the student is responsible for the care of a sick, injured, or needy person and that the student’s provision of care may affect his or her academic performance; or
- C. Performance of active duty military service.

COURSE REPEAT FEE

The Texas Legislature eliminated funding to higher education for courses that are attempted three or more times. An attempted course is defined as any course in which a grade is earned on the transcript, including repeated courses and courses dropped with a grade of “W”.

In order to compensate for this loss of state funding, students attempting a course for the third or more time may be charged a fee in addition to the tuition charged for the course. This fee will be assessed for courses attempted at Texas State as of the fall semester of 2002 or later. This assessment does not include courses attempted at other colleges or universities.

Certain courses are exempt from this fee because they are designed to be repeated for additional credit, such as thesis, dissertation, and independent study courses; various music, physical education, physical fitness and wellness, studio art, and theatre courses; developmental education courses; and topics courses.

Appeals for the Course Repeat Fee charge due to economic hardship are permitted under defined institutional policy. Texas State has determined that students who are eligible for financial aid under the Federal Pell Grant (Pell) program will be exempted from the non-resident tuition if, at the time of registration, their *Pell* eligibility is documented in the financial aid system at Texas State. Students who become Pell eligible, during the semester in which they are charged the course repeat fee, may submit eligibility documents to Student Business Services Office no later than the official last class day of the semester in which the appeal is being requested.

A student shall be exempted from payment of higher tuition for any course repeated in the final semester or term before graduation, if the course(s) is taken for the purpose of receiving a grade that will satisfy a degree requirement. This exemption applies for only one semester. The exemption does not affect an institution’s ability to charge a higher rate for courses that cannot be reported for funding for other reasons such as the excess credit hour limit, or an institution’s ability to waive higher tuition rates for economic hardship.

TUITION FOR EXCESSIVE UNDERGRADUATE HOURS

Texas Education Code §54.014 specifies that resident undergraduate students may be subject to a higher tuition rate for attempting excessive hours at any public institution of higher education while classified as a resident student for tuition purposes. Texas State students attempting hours in excess of their degree program requirements will be charged at the non-resident tuition rate for those hours, and those students are categorized as follows:

1. Students initially enrolled during or after the Fall 2006 semester will be charged at the non-resident rate if, prior to the start of the semester or session, the student has previously attempted 30 or more hours over the minimum number of semester credit hours required for completion of the degree program in which the student is enrolled.
2. Students initially enrolled during the Fall 1999 through summer 2006 semesters will be charged at the non-resident rate if, prior to the start of the semester or session, the student has previously attempted 45 or more hours over the minimum number of semester credit hours required for completion of the degree program in which the student is enrolled.

Attempted courses include those courses attempted at Texas State or any Texas public institution of higher education. The following types of credit hours will count toward the excessive hour limit:

- Hours earned in courses in which a grade is earned on the transcript, including repeated courses and courses dropped with a grade of “W”
- Hours in Texas State off-campus courses
- Bankruptcy hours

The following types of credit hours are exempt and will not count toward the limit:

- Hours earned after a baccalaureate degree
- Hours earned through examination (without registering for a course)
- Hours from remedial and developmental courses
- Hours from technical and vocational or workforce education courses
- Hours earned by the student at a private institution or an out-of-state institution
- Semester credit hours earned by the student before graduating from high school and used to satisfy high school graduation requirements

Appeals for the Excessive Hours charge due to economic hardship are permitted under defined institutional policy. Texas State has determined that students who are eligible for financial aid under the Federal Pell Grant (Pell) program will be exempted from the non-resident tuition if, at the time of registration, their *Pell* eligibility is documented in the financial aid system at Texas State. Students who become Pell eligible, during the semester in which they are charged the non-resident tuition, may submit eligibility documents to Student Business Services Office no later than the official last class day of the semester in which the appeal is being requested.

DOCTORAL EXCESSIVE UNDERGRADUATE HOURS

99 Hour Rule

In accordance with Texas Education Code, Section 54.066, the university will incur a penalty once a doctoral student accumulates 100 or more doctoral semester credit hours. In response, the Texas State University System has a new tuition structure (excessive hours fee) in which a doctoral student will be charged tuition at a rate equivalent to nonresident tuition for all doctoral semester credit hours exceeding 99. Courses taken by a doctoral student at the master’s or undergraduate level will not count towards the 99 hours. If the student is admitted to a doctoral program from the bachelor’s degree, the count begins after 30 hours of graduate coursework. This tuition structure applies to Texas residents as well as out-of-state residents and international students who were eligible to be charged tuition at the resident rate as a result of scholarship and fellowship awards or employment as Graduate Assistants. Students should contact the Ph.D. Program Director regarding this appeal process.

OTHER FEES AND CHARGES

Admissions Application Fee	\$75
Admissions/Evaluation Fee for International Application	\$90
Auditing Fee	same as if course were taken for credit
Certificate Fee - payable when applying for Teacher's Certificate	
Texas Standard Certificate	\$75
Certification Plan Fee (for students seeking teacher certification)	
First Plan	\$75
Additional Plans (each)	\$25
Late Payment Fee (for installments not paid by due dates)	\$25
Electronic Course Fee	\$50.00/semester credit hour
Evaluation of Foreign Credentials (for domestic applicants)	\$35
Payment Plan Enrollment Fee (for handling & other processing)	\$30
Late Registration Fee - prior to the 1 st class day	\$25
1 st 7 class days	\$ 100
8 th -12 th class day	\$ 200
Off Campus Course Fee (for all courses taken off-campus)	\$30/semester credit hour
Orientation Fee (mandatory, non-refundable)	\$30
Physical Therapy Application Fee	\$25
Post Baccalaureate Teaching Intern Application Fee	\$500
Returned Item Fee (for processing each returned check)	\$30
Transcript Fee (official copy)	\$5

Laundry Service Fees

For individuals who wish to use the University physical education uniforms, fees are as follows:

Student \$7.00 per summer term

Faculty/staff \$50.00 per twelve months

UNDERGRADUATE TUITION AND FEES – FALL 2014

All fees are subject to change upon action of the Legislature and/or Board of Regents
Check the Texas State Website at www.catsweb.txstate.edu for the most current information

Undergraduate Tuition and Fees - Fall 2014							
Residents of Texas				Non-Residents and Foreign			
Hours	Total	Tuition	Mandatory Fees	Hours	Total	Tuition	Mandatory Fees
1	705.68	238.68	467.00	1	1,067.68	600.68	467.00
2	998.36	477.36	521.00	2	1,722.36	1,201.36	521.00
3	1,291.04	716.04	575.00	3	2,377.04	1,802.04	575.00
4	1,583.72	954.72	629.00	4	3,031.72	2,402.72	629.00
5	1,876.40	1,193.40	683.00	5	3,686.40	3,003.40	683.00
6	2,169.08	1,432.08	737.00	6	4,341.08	3,604.08	737.00
7	2,461.76	1,670.76	791.00	7	4,995.76	4,204.76	791.00
8	2,754.44	1,909.44	845.00	8	5,650.44	4,805.44	845.00
9	3,047.12	2,148.12	899.00	9	6,305.12	5,406.12	899.00
10	3,339.80	2,386.80	953.00	10	6,959.80	6,006.80	953.00
11	3,623.48	2,625.48	998.00	11	7,605.48	6,607.48	998.00
12	3,907.16	2,864.16	1,043.00	12	8,251.16	7,208.16	1,043.00
13	4,190.84	3,102.84	1,088.00	13	8,896.84	7,808.84	1,088.00
14	4,474.52	3,341.52	1,133.00	14	9,542.52	8,409.52	1,133.00
15	4,758.20	3,580.20	1,178.00	15	10,188.20	9,010.20	1,178.00
16	5,041.88	3,818.88	1,223.00	16	10,833.88	9,610.88	1,223.00
17	5,325.56	4,057.56	1,268.00	17	11,479.56	10,211.56	1,268.00
18	5,609.24	4,296.24	1,313.00	18	12,125.24	10,812.24	1,313.00
19	5,892.92	4,534.92	1,358.00	19	12,770.92	11,412.92	1,358.00
20	6,176.60	4,773.60	1,403.00	20	13,416.60	12,013.60	1,403.00
21	6,460.28	5,012.28	1,448.00	21	14,062.28	12,614.28	1,448.00

An Electronic Course Fee of \$50 per hour is charged for internet courses

An Off Campus Fee of \$30 per hour is charged for courses not taught on campus or at RRHEC

On campus fees (Bus, Medical Svcs, Rec Sports and Student Center fees) totaling \$306 are waived for students enrolled exclusively in off campus or internet courses

On campus fees (Bus, Rec Sports and Student Center fees) totaling \$253 are waived for students enrolled exclusively in RRHEC courses

A Course Repeat Fee of \$362 per hour is charged to Texas Residents for courses that they have attempted more than twice.

Lab fees are charged for courses with labs. Please see individual course listing for lab fees

Additional fees including late fees and installment fees may be charged.

For a complete listing of fees go to <http://www.sbs.txstate.edu/>

GRADUATE TUITION AND FEES – FALL 2014

All fees are subject to change upon action of the Legislature and/or Board of Regents
Check the Texas State Website at www.catsweb.txstate.edu for the most current information

Graduate Tuition and Fees - Fall 2014							
Residents of Texas				Non-Residents and Foreign			
Hours	Total	Tuition	Mandatory Fees	Hours	Total	Tuition	Mandatory Fees
1	665.68	288.68	377.00	1	1,027.68	650.68	377.00
2	1,008.36	577.36	431.00	2	1,732.36	1,301.36	431.00
3	1,351.04	866.04	485.00	3	2,437.04	1,952.04	485.00
4	1,693.72	1,154.72	539.00	4	3,141.72	2,062.72	1,079.00
5	2,036.40	1,443.40	593.00	5	3,846.40	3,253.40	593.00
6	2,379.08	1,732.08	647.00	6	4,551.08	3,904.08	647.00
7	2,721.76	2,020.76	701.00	7	5,255.76	4,554.76	701.00
8	3,064.44	2,309.44	755.00	8	5,960.44	5,205.44	755.00
9	3,407.12	2,598.12	809.00	9	6,665.12	5,856.12	809.00
10	3,749.80	2,886.80	863.00	10	7,369.80	6,506.80	863.00
11	4,083.48	3,175.48	908.00	11	8,065.48	7,157.48	908.00
12	4,417.16	3,464.16	953.00	12	8,761.16	7,808.16	953.00
13	4,750.84	3,752.84	998.00	13	9,456.84	8,458.84	998.00
14	5,084.52	4,041.52	1,043.00	14	10,152.52	9,109.52	1,043.00
15	5,418.20	4,330.20	1,088.00	15	10,848.20	9,760.20	1,088.00
16	5,751.88	4,618.88	1,133.00	16	11,543.88	10,410.88	1,133.00
17	6,085.56	4,907.56	1,178.00	17	12,239.56	11,061.56	1,178.00
18	6,419.24	5,196.24	1,223.00	18	12,935.24	11,712.24	1,223.00
19	6,752.92	5,484.92	1,268.00	19	13,630.92	12,362.92	1,268.00
20	7,086.60	5,773.60	1,313.00	20	14,326.60	13,013.60	1,313.00
21	7,420.28	6,062.28	1,358.00	21	15,022.28	13,664.28	1,358.00

An Electronic Course Fee of \$50 per hour is charged for internet courses

An Off Campus Fee of \$30 per hour is charged for courses not taught on campus or at RRHEC

On campus fees (Bus, Medical Svcs, Rec Sports and Student Center fees) totaling \$306 are waived for students enrolled exclusively in off campus or internet courses

On campus fees (Bus, Rec Sports and Student Center fees) totaling \$253 are waived for students enrolled exclusively in RRHEC courses

A Course Repeat Fee of \$362 per hour is charged to Texas Residents for courses that they have attempted more than twice.

Lab fees are charged for courses with labs. Please see individual course listing for lab fees

Additional fees including late fees and installment fees may be charged.

For a complete listing of fees go to <http://www.sbs.txstate.edu/>

WHERE YOUR STUDENT FEES GO - FALL 2014

**A TEXAS STATE student taking 15 credit hours pays a total of \$4,758.20 in tuition and fees*.
Of that total, \$4,008.20 is paid in required fees (other than E&G tuition.)**

The following is the fee distribution by category, dollar amount and percentage of total fees.

Category	Dollar Amount	Percentage
STUDENT SERVICE FEE FUNDED:		
Academic Programs (academic-related activities such as the Bobcat Band, the Student Learning Assist. Center, the Writing Lab, KTSW (campus radio station), the Honors Program, and Univ. Art Gallery, public lectures, and acad. advising)	\$ 23.00	0.57%
Student Life (programs: Alcohol Drug Educ. Prevention Training), Career Services, Mentoring Program, Students' Legal Advisor & Associated Student Government)	\$ 51.53	1.29%
Other Student Services (certain student travel, Writing Lab, University Scholars, & other services)	\$ 15.01	0.37%
SUB-TOTAL STUDENT SERVICE FEE	\$ 90.00	
Student Success Fee (advising services for undergraduate students)	\$ 90.00	2.25%
Athletics (athletic scholarships, student wages, team travel & recruitment)	\$ 300.00	7.48%
Computer (maintenance on instructional campus computers, upgrade and expansion of equipment and student e-mail/internet access)	\$ 225.00	5.61%
Designated Tuition (supplements faculty & staff salary increases, grants, university auxiliary programs & projects, campus renovation projects, deferred maintenance, campus signage, parking lot construction, library supplements, bond debt retirement, athletic program contingencies, capital acquisitions for non-educ.& gen. activities)	\$ 2,830.20	70.62%
Environmental Services Fee (environmental improvements: recycling, transportation, employment, product purchasing, matching funds for grants, planning, maintenance & irrigation)	\$ 1.00	0.02%
ID (expanded functionality of ID card services)	\$ 5.00	0.12%
International Education (scholarships for students studying abroad)	\$ 3.00	0.07%
Library (extended hours and supplements general acquisitions)	\$ 150.00	3.74%
Medical (basic operations of the Student Health Center)	\$ 53.00	1.32%
Publications (administrative publications given to students: the catalogue, student handbook and informational brochures on services provided to students--does not pay for University Star or Pedagogy Yearbook)	\$ 8.00	0.20%
Campus Recreation (debt on building, operations & programs: Intramurals, Outdoor Rec., Sports Clubs) *Approximately \$15 of the Campus Rec. fee is applied towards debt service.	\$ 94.00	2.35%
Student Center *Approximately \$25 of the Student Center Fee is applied towards debt service.	\$ 64.00	1.60%
Shuttle Bus (all shuttle bus operations including apartment routes)	\$ 95.00	2.37%
TOTAL FEES (OTHER THAN E&G TUITION)	\$ 4,008.20	100%
*Note: Does not include course fee, off campus fees or the Electronic ID fee.		

Payments

REGISTRATION PAYMENT AND DUE DATE INFORMATION

If you choose to enroll in an installment (payment) plan, enrollment must be made by **August 21, 2014**.

- 1st installment payment due upon enrollment
- 2nd installment payment due October 3, 2014 by 5:00 pm
- 3rd installment payment due November 7, 2014 by 5:00 pm
- **Action must be taken by August 21, 2014 or your classes will be cancelled.**

Student that register between March 24 – August 7:

- Statements for Fall 2014 will be available online the first week of August 2014
- Payment in full or enrollment in an installment plan must be made by **August 21, 2014**.
- NO late registration fee will be assessed for registration during this period
- Note: The 1st installment is due upon enrollment of payment plan
- **Action must be taken by August 21, 2014 or your classes will be canceled**

Students that register between August 8-21:

- Payment in full or enrollment in an installment plan must be made by **August 21, 2014**.
- A \$25 late registration fee will be assessed for registration during this period
- Note: The 1st installment is due upon enrollment of payment plan
- **Action must be taken by August 21, 2014 or your classes will be canceled**

Students that register between August 25 – September 3:

- Payment in full or enrollment in an installment plan must be made by **September 3, 2014**.
- A \$100 late registration fee will be assessed for registration during this period
- Note: The 1st installment is due upon enrollment of the payment plan
- **Action must be taken by September 3, 2014 or your classes will be canceled**

Students that register between September 4-10:

- Payment in full or enrollment in an installment plan must be made by **September 10, 2014**.
 - A \$200 late registration fee will be assessed for registration during this period
 - Note: The 1st installment is due upon enrollment of the payment plan
 - **Action must be taken by September 10, 2014 or your classes will be cancelled**
-

REGISTRATION PAYMENT INSTRUCTIONS

1. Register during your appointed time.
2. Your Registration Charges will be available at <http://www.sbs.txstate.edu> beginning the first week of May 2014.

NOTE: Students must have a Net ID and password (or pin number and password) to access student account information.

3. Review your registration charges carefully! If you have any questions, contact the Student Business Services Office at (512) 245-2544 or at cashiers@txstate.edu. Be sure to include your Student ID number.
4. Make payment by the Registration Payment Deadline. Payment for the total due or enrollment in a payment plan must be received by the Registration deadline.
 - A. **On-Line Payments.** Students can make online payments using E-checks, American Express, Discover Card, Diners Club or MasterCard at <http://www.sbs.txstate.edu>. Please have your Net ID and password ready.
 - B. **Mail in your payment.** Please make allowances for any unanticipated mailing delays.
 - C. **Make payment via the drop box.** Located on the tennis court side of the J. C. Kellam Building and also in the lobby next to JCK 188 (no cash payments please).
 - D. **Pay in person at the Student Business Services Windows by cash or check,** J. C. Kellam Building, during regular office hours, M-F 8:00 a.m.-5:00 p.m. You will receive a receipt at the time of payment.

5. Financial Aid & Tuition Adjustment recipients who have sufficient aid to cover 100% tuition, fees, room and board are not required to take action. Students who DO NOT have sufficient financial aid to cover 100% of tuition, fees, room and board must either pay the difference in full or enroll in a payment plan by the due date.

Note: Email reminders of due dates are sent to your Texas State email account. If you are new to Texas State, you will first need to activate a Texas State NetID and password in order to have a Texas State email address. Go to <http://www.tr.txstate.edu/itac/netid.html> for information on Net IDs and passwords.

REGISTRATION PAYMENT OPTIONS

Fall & Spring Tuition/fees and Room/Board - must be paid by one of two methods – payment in full or installment payment plan.

Installment Payment Plan

- Enrollment begins at the time the statement is available
- Down payment of 30% at the time of enrollment and two remaining installments of 35% and 35% of total tuition, fees, room and board.
- \$30 enrollment fee rolled into plan balance
- \$25 late fee for each installment not paid on time
- All previous semester balances must be paid prior to enrollment
- Plan recalculates as charges increase or decrease due to schedule changes.

Emergency Tuition Loan

Eligible students who are unable to meet the 30% down requirement of the installment plan may apply for an Emergency Tuition Loan. Eligibility requirements are half-time enrollment, 2.0 GPA, no holds on your academic record and a valid SSN on file with the University. The loan will be for sufficient funds to meet the minimum payment for the installment payment plan. A 1.25% origination fee based on the amount loaned will be added to your student account. Loan will be due in full prior to the end of the semester. A \$25/monthly late charge will be assessed on unpaid loan balances after the due date. You can apply for this loan at <https://tim.txstate.edu/emergencytuitionloan/Home.aspx>.

Drop Box Payments

Payments mailed or placed in the Depository Drop Box located on the outside wall of the J.C. Kellam Building or in the lobby next to JCK 188 are accepted under the following conditions: **Payment must be received in the Student Business Services Office on or before the due date during regular office hours.**

Late Payment Fees

A delinquent charge of \$25 is assessed the first day after the installment due date. **Under Texas Higher Education Code 54.007**, A STUDENT WHO FAILS TO MAKE FULL PAYMENT OF TUITION AND FEES, INCLUDING ANY INCIDENTAL FEES, BY THE DUE DATE MAY BE PROHIBITED FROM REGISTERING FOR CLASSES UNTIL FULL PAYMENT IS MADE. A STUDENT WHO FAILS TO MAKE FULL PAYMENT PRIOR TO THE END OF THE SEMESTER OR TERM MAY BE DENIED CREDIT FOR THE WORK DONE THAT SEMESTER OR TERM. See the Student Financial Obligation section for more details.

FINANCIAL AID RECIPIENTS

Students who have sufficient aid to cover 100% tuition, fees, room and board are not required to take action.

Students who DO NOT have sufficient financial aid to cover 100% of tuition, fees, room and board must either pay the difference in full or enroll in an installment plan by the due date.

Authorized aid will appear on statement as “anticipated aid”. Financial aid will begin to disburse 10 days prior to the first class day of the semester. Once disbursed, the student account balance will reduce accordingly. If you enrolled in an installment plan, your financial aid will apply to your installment balances in order.

Refunds

REFUNDS AND WITHDRAWAL FROM THE UNIVERSITY

Any student who has paid registration fees and officially withdraws by submitting a withdrawal request to the Registrar's Office, J.C. Kellam, 111, is entitled to a refund of tuition and fees if the following condition is met: The amount actually paid must be greater than the percentage of total semester charges **OWED** Texas State at the time of withdrawal. The amount of the refund is calculated as follows: (Total amount of tuition and fees minus non-refundable fees) times (refund percentage) minus (outstanding balance of charges, if any) equals Refund. A schedule of the percentage owed follows. Once a student registers, he or she is responsible for the total fees assessed regardless of whether the installment option is used. Refund percentages are applied to total fees assessed and not the amount paid. Students who withdraw before paying all installments may, in the event of withdrawal, receive a bill with a balance due rather than a refund.

WITHDRAWAL REFUNDS

*Withdrawal – dropping ALL of your classes. You MUST do this through the Registrar's Office. Withdrawing students on Financial Aid must contact the Financial Aid Office.

Fall Semester - Withdrawals (1st Class Day August 25)

	Owed	Refunded
Class Days (1-5) Aug 25-29	20%	80%
Class Days (6-10) Sept 2-8	30%	70%
Class Days (11-15) Sept 9-15	50%	50%
Class Days (16-20) Sept 16-22	75%	25%
After 20th class day Sept 22	100%	0%

First Half Withdrawals	Owed	Refunded
Class Days (1-3) Aug 25-27	20%	80%
Class Days (4-6) Aug 28-Sept 2	50%	50%
After 6th class day Sep 2	100%	0%

Second Half Withdrawals	Owed	Refunded
Class Days (1-3) Oct 14-16	20%	80%
Class Days (4-6) Oct 17-21	50%	50%
After 6th class day Oct 21	100%	0%

The refund percentages are applicable to all tuition and fees except non-refundable fees including late fees and orientation fees. Refunds of parking fees must be requested at the Parking Services Office.

An immediate refund **WILL NOT** be made at the time a student withdraws. Any refund will be applied to remaining unpaid obligations. If a student has paid in full, a refund will be processed within 30 days. Reducing semester credit hours to zero is considered a withdrawal, and withdrawal refund policies apply. For other refund information, please visit our website <http://www.sbs.txstate.edu/> or call the Student Business Services Office at (512) 245-2544.

DROP REFUNDS

Dropping a class - Removing one or more classes from your schedule, **while remaining enrolled in at least one course**. If you are registered in only one class and wish to drop it, you must withdraw. Refund of applicable tuition and required fees will be made for classes dropped during the first twelve class days in the long semester or first four class days in summer terms, provided you remain enrolled at Texas State until the end of the semester. No refund is made for classes dropped after the twelfth/fourth class day.

Fall - Full Semester Drops

During first 12 class days (Aug 25 – Sept 10)	100%
After 12th class day (Sept 10)	None

First Half Drops

During first 4 class days (Aug 25-28)	100%
After 4th class day (Aug 28)	None

Second Half Drops

During first 4 class days (Oct 14-17)	100%
After 4th class day (Oct 17)	None

An immediate refund **WILL NOT** be made at the time a student withdraws. Any refund will be applied to remaining unpaid obligations. If a student has paid in full, a refund will be processed within 30 days. Reducing semester credit hours to zero is considered a withdrawal, and withdrawal refund policies apply. For other refund information, please visit our website <http://www.sbs.txstate.edu/> or call the Student Business Services Office at (512) 245-2544.

ROOM AND BOARD REFUNDS

Any student who withdraws officially from Texas State or who is granted permission to live off-campus may receive a refund on the unused portion of the room and board payment, if already paid in full. Room and board charges will continue until the student has officially moved from university housing and has received written clearance from the director of Housing and Residential Life. Any approved refund due will be applied to any unpaid financial obligation with Texas State. If the refund exceeds any unpaid balance, a refund will be processed within 30 days to the permanent address on file in the Registrar's Office or deposited to the students' bank account if they have signed up for direct deposit.

REFUND IN EVENT OF DEATH

In the event a student dies and a refund of tuition, fees, room and board, deposits, or other monies is due the estate of the deceased student, the University will, as soon as practicable after the death of the student, pay all refunds to the Estate of the deceased student.