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Notification of Student Rights with Respect to Education Records

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student’s education records within 45 days after the day Texas State University (“TXST”) receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official 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 school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask TXST to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If TXST decides not to amend the record as requested, TXST will notify the student in writing of the decision and the student’s 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.

3. The right to provide written consent before TXST discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

TXST discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by TXST in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Texas State University System (“TSUS”) board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of TXST who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for TXST.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by TXST to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20202.

5. The right to have the student’s directory information withheld. Students who wish to have their directory information withheld should complete and submit a Privacy Hold Form that is available in the Office of the University Registrar or online at http://gato-
TXST will apply the privacy hold request to the student’s records until the student notifies the University Registrar’s office otherwise.

TXST may disclose a student’s “directory information” without consent. “Directory information” is student information that may be released without the consent of the student, unless the student has requested a privacy hold. Information TXST has designated the following as “directory information” under § 99.37:

- Name
- Date and place of birth
- Fields of study, including major and minor
- Enrollment status (actual hours enrolled, undergraduate, graduate, etc.)
- Degrees, certificates, and awards
- Type of award received (academic, technical, continuing education, etc.)
- Dates of attendance
- Student classification
- Name of the most recent previous educational agency or institution attended
- Telephone number, including cell phone number
- Current and permanent addresses, excluding e-mail addresses
- Weight and height of athletes
- Participation in officially recognized activities and sports
- Names of prospective graduates
- Names of parents
- Photographs of students
- Any other records that could be treated as directory information under FERPA

See the list below of the disclosures that postsecondary institutions may make without consent.

FERPA permits the disclosure of PII from students’ education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within TXST whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(7) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university’s State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to
conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))

- Information the school has designated as “directory information” under § 99.37. (§ 99.31(a)(11))

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))

- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))

- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§ 99.31(a)(15))
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. 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 undergraduates who enrolled for 12 or more hours at Texas State, including those who first attended college 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 (245-2386) at Texas State.

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Entering Cohort</td>
<td>4,526</td>
<td>4,360</td>
<td>5,314</td>
<td>5,234</td>
<td>5,533</td>
<td>5,573</td>
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<td>1-Year Retention</td>
<td>76.4%</td>
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<td>3-Year Retention</td>
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<td>64.3%</td>
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<td>62.4%</td>
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<td></td>
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<tr>
<td>4-Year Graduation</td>
<td>26.8%</td>
<td>28.6%</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>5-Year Graduation</td>
<td>47.1%</td>
<td>49.5%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6-Year Graduation</td>
<td>53.9%</td>
<td></td>
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</tr>
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</table>

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 University Police Department (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 Enrollment
Students who require verification of their enrollment for the current semester may obtain instructions at http://www.registrar.txstate.edu/our-services/enrollment-verification.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/
International Student Health Insurance Requirement

All International students on non-immigrant F and J visas are required by university policy to have health insurance coverage while enrolled in classes at Texas State University.

- International students will be required to purchase the student health insurance plan endorsed by the university
- Students will have to purchase the health insurance directly from the health insurance plan
- Only students with employer or government sponsored health insurance plans will be considered for insurance waivers

Detailed information on how to purchase the health insurance or submit documents to request an insurance waiver will be sent to international students by the International Office. This information is available on the International Office website: http://www.international.txstate.edu/current/Health-insurance-.html

International students will be able to purchase the health insurance online during Open Enrollment periods. The health insurance may be purchased on an annual basis or by semester. The health insurance plan must be purchased, or an insurance waiver approved, prior to the start of classes. Students who do not comply with this requirement will have a “Hold” placed on their student account. The “Hold” will be removed only after they purchase the student health insurance plan endorsed by the university. To have a “Hold” removed, students must email their proof of enrollment in health insurance to intlhealth@txstate.edu. Health insurance holds will be removed by 5:00 p.m. the next business day.

Should you have any questions about the international student health insurance requirement, you may contact the International Office at intlhealth@txstate.edu.

IMPORTANT: Students will receive notices about the health insurance requirement through their Bobcatmail account.

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’s 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](http://www.dos.txstate.edu/services/ADCS/links/drug-free-schools.html)

### ROOM AND BOARD REFUNDS
Any student who withdraws officially from Texas State or who is granted permission to live off-campus may make a request to receive a refund on the unused portion of the room and board payment. 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 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.

### UNIVERSITY HOUSING POLICY AND RATES

#### 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 1st of that year for fall admission or January 1st of that year 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 ONLY to the fall /spring academic year; the university does not have a housing requirement during the summer sessions.)* Once signed, housing contracts are binding for the full academic term for which the student has signed a contract. Students residing in on-campus housing are required to purchase a meal plan, with the exception of Bobcat Village Apartments.

**Housing Options**
During the fall or spring terms, DHRL offers an array of living options. Each location offers a distinct community feel and unique atmosphere with a range of prices.

During the summer terms, DHRL offers very limited living arrangements, generally identifying one traditional residence hall and/or Bobcat Village Apartments.

Visit our website at [http://www.reslife.txstate.edu](http://www.reslife.txstate.edu) for more information on housing facilities and the options for summer housing.

**Vacation/Break Housing Schedule**
*Thanksgiving and Spring Break:* while all residences will remain open for Thanksgiving and Spring Break, students planning to remain on campus must register online in order to remain in their space. There will be no additional charge for this period, however a $50 late fee will be assessed if students do not sign up by the designated time.

*Winter Break:* while all residences will remain open for Thanksgiving and Spring Break, students planning to remain on campus must register online in order to remain in their space. There will be a small daily charge for this period, and a $50 late fee will be assessed if students do not sign up by the designated time.

**Housing Rates**
Rates and available residences can be found online at [www.reslife.txstate.edu](http://www.reslife.txstate.edu). Rates provided are per student, per semester.
**Housing Payments**
For academic year contracts, 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 installments. Billing occurs through Student Business Services.

Summer contracts do not require a prepayment.

**Housing Refunds**
See page 7 for room and board refunds.

**DINING POLICIES AND RATES**

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

<table>
<thead>
<tr>
<th>Summer 2018 Meal Plan Options and Rates (rates are per student and per semester and include tax)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>200 Dining Dollars</strong> - $217.00 – Summer I – Valid 5/31/18 through 7/5/18</td>
</tr>
<tr>
<td>$217 value of Dining Dollars to spend at any participating on campus dining facility.</td>
</tr>
<tr>
<td><strong>200 Dining Dollars</strong> - $217.00 – Summer II – Valid 7/6/18 through 8/10/18</td>
</tr>
<tr>
<td>$217 value of Dining Dollars to spend at any participating on campus dining facility.</td>
</tr>
</tbody>
</table>

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

THERE ARE NO ROLLOVERS OF SUMMER PLANS. A SEPARATE MEAL PLAN MUST BE PURCHASED FOR EACH SUMMER TERM (Part I and Part II – see dates above).

- Dining dollars do not roll over and must be used in the semester they are purchased.
- All meal plan balances are forfeited at the end of each part of the Summer semester.
- Login with your NetID and password at get.cbord.com/txstate to check your balances on any meal plan you have
- Additional summer meal plans can be purchased at prorated amounts if more funds are needed

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

SUMMER MEAL PLANS ARE ONLY GOOD FOR ONE PART OF THE SEMESTER.

Any addition or removal of a meal plan must be made at ID Services, LBJ Student Center 2-9.1 or by form online at http://www.auxiliaryservices.txstate.edu/services/dining/mealplanchangeform.html. Dropping or adding a meal plan done after the start of the meal plan date will be handled on a prorated basis. If one summer meal plan is not sufficient, an additional $217 dining dollar plan can be purchased at a prorated rate at any time.
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.auxiliarservices.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 245-2544.

Commuter Meals
Chartwells offers Build Your Own Commuter Plans with customized combinations of Meal Swipes and Dining Dollars (from 20 to 80 meals and from $0 to $500 Dining Dollars) to students residing off campus or those living in Bobcat Village where a residential meal plan is not a requirement. These plans are only valid for the summer term of 5/31-8/10/18. For more information or to purchase a customizable plan go to https://new.dineoncampus.com/txstate/meal-plan-purchase%20or contact a manager at any on campus dining facility. These plans are not eligible for adding onto a student bill and are only available by direct pre-purchase from Chartwells Dining Service. For questions regarding Commuter Meal plans please contact Chartwells directly at 512-245-9983.

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, and at select campus vending machines. Deposit money to your Bobcat Buck$ account securely on the Web either by guest deposit or by logging in with your NetID and password at get.cbord.com/txstate. You may also download the free Android or Apple App "GET Mobile" and be able to save your information within the app to conveniently and quickly add funds or check your balances. Bobcat Buck$ function separately from a checking or savings account that may be linked through Wells Fargo, and are accepted only at participating locations. For a list of merchant locations please refer to the website at: http://www.auxiliarservices.txstate.edu/idservices/bobcatbucksmerchants.html. 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
Student's Financial Obligations:
Students are expected to meet financial obligations to the University when they are due. Tuition is due on the date given in the academic calendar, and students are not entitled to attend classes unless the tuition bill has been paid in full or in accordance with an approved payment plan. Refer to Student Business Services website Payment Options for detailed information on payment options and requirements of payment plans.

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.
**FEES, PAYMENTS AND DEADLINES**

**Tuition and Fee 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.

Check the Texas State Website at www.catsweb.txstate.edu for the most current information.

### Undergraduate Tuition and Fees - Summer 2018

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<th>Hours</th>
<th>Total</th>
<th>Tuition</th>
<th>Mandatory Fees</th>
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<tr>
<td>1</td>
<td>771.32</td>
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<td>2</td>
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<td>560.48</td>
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<td>3</td>
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For a complete listing of fees go to www.sbs.txstate.edu

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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 - Summer 2018

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Guaranteed Price Plan

Undergraduate Tuition and Fees - Summer 2018

Residents of Texas

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A student entering the Guaranteed Price Plan (GPP) will pay a 12% premium on designated tuition (determined based on a total charge breakeven on 15 hours) per semester credit hour. Fees under the GPP will be charged at the same rates as they are for students on the Regular Plan in the semester in which the student entered the GPP. A student on the GPP will maintain those rates throughout the 4 years of the plan, even if the Board raises fees in the future. (In the event the board decreases fees, and adjustment must be made to comply with statute). A student may opt-in to the plan at the beginning of any semester and may leave the plan at any time but may not re-enroll.

For a complete listing of fees go to www.sbs.txstate.edu
For information about charges related to tuition, mandatory fees, and other fees that are assessed by Texas State, please click here.

**Payment of Fees:**
Registration fees must be paid before classes begin. Refer to Student Business Services website Payment Methods for detailed information on payment methods accepted by the university.

Please note:
- A 2.75% convenience fee with a minimum $3 per transaction fee is applied to credit/debit card payments (effective 9/2012). The convenience fee is not collected by the university and is therefore non-refundable.
- Mailed payments must be RECEIVED, not postmarked, BY THE DUE DATE. You must make allowances for any postal delays.

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

**Deadlines:**

Refer to Student Business Services website Important Dates for detailed information on registration and payment deadlines, including payment plan and university loan program (Emergency Loan and Short Term Loan) due dates.

**Registration Payment Options**

Refer to Student Business Services website Payment Options for detailed information on payment options and requirements of payment plans.

Please Note: Financial Aid and Tuition Adjustment Recipients:

- Approved tuition adjustments will apply to your account as they are received. Please Note: The Billing and Payment site does take 24 hours to update with this information.

- Students with a financial aid credit or tuition adjustment that covers 100% tuition, fees, and room and board will no longer be required to take action and apply their adjustment as payment.

- If the financial aid or tuition adjustment is not sufficient to cover 100% of your charges, you must pay the total balance due or enroll in a payment plan to avoid cancellation of your classes.
**Advanced Registration**

March 26, 2018 – May 28, 2018

5:00 p.m., May 31, 2018

**First Part of Term Late Registration**

May 29, 2018 – May 31, 2018

5:00 p.m., May 31, 2018

$25

June 2, 2018 – June 5, 2018

5:00 p.m., June 5, 2018

$100

**June 6, 2018 – June 7, 2018**

5:00 p.m., June 7, 2018

$200

**Requires Departmental Approval**

**Second Part of Term Late Registration**

June 8, 2018 – July 1, 2018

5:00 p.m., July 5, 2018

$0

July 2, 2018 – July 5, 2018

5:00 p.m., July 5, 2018

$25

July 7, 2018 – July 10, 2018

5:00 p.m., July 10, 2018

$100

**July 11, 2018 – July 12, 2018**

5:00 p.m., June 12, 2018

$200

**Requires Departmental Approval**

**Refund Information**

Refer to the [Refund Information](#) section of the Student Business Services website for detailed information of the university’s refund policy.

*Withdrawal – dropping ALL of your classes. You MUST do this through the Office of the University Registrar. To view the refund schedule for withdrawing from the university, please [click here](#).*

*Dropping a class - Removing one or more classes from your schedule, while remaining enrolled in at least one course. To view the refund schedule for dropping a course, please [click here](#).*

**Contracts and Exemptions**

Student Business Services processes the Exemptions and Waivers for Texas State University. Texas State requirements are listed on each form and the deadlines are the twelfth class day of the fall/spring term and fourth class day of a regular summer term. Additionally, effective Fall 2014 students must be meeting APWE (Academic Progress) to continue to receive State of Texas Exemption and Waiver programs. Refer to Student Business Services [Tuition Waivers & Exemptions](#) page for detailed information on Exemption and Waivers accepted by Texas State as well as the Academic Progress eligibility requirements.
If a student is eligible for a tuition and fee adjustment(s) 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. 

**Summer – March 31**

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

**Miscellaneous Policies**

**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**
Under [Texas Education Code §54.0065](https://www.texaslawinfo.com/), qualified students will receive up to a $1,000 tuition rebate upon graduation from Texas State. You must apply for the tuition rebate no sooner than the first day of the semester in which you graduate and no later than 60 days after graduation. If you do not graduate because you did not meet the graduation requirements, you will need to complete another form for the next semester in which you are eligible. To earn the rebate, it is particularly important to follow the advice and counsel of the academic advisors. To earn the rebate, it is particularly important to follow the advice and counsel of the academic advisors. The form is located [online](https://www.texaslawinfo.com/). Students must consult with their academic advisor to assure they meet all requirements to qualify for this program.

**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”. Refer to Student Business Services website [Repeated Courses](https://www.texaslawinfo.com/) for more detailed information as well as the appeals process if applicable.

**Tuition for Excessive Undergraduate Hours**
[Texas Education Code §54.014](https://www.texaslawinfo.com/) 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 the fall 1999 through summer 2006 semesters will be charged at the non-resident rate if, prior to the start of the current 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. Any hours beyond 45 are considered excessive and will result in additional tuition charges.
2. 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 current 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. Any hours beyond 30 are considered excessive and will result in additional tuition charges.

**Doctoral Excessive Hours**

In accordance with Texas Education Code §54.012, 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 non-resident tuition for all doctoral semester credit hours exceeding 99.

Refer to Student Business Services website [Excessive Hours](#) for more detailed information as well as the appeals process if applicable.