



Spring 2012
Registration
Instructions

TEXAS STATE
UNIVERSITY
SAN MARCOS

The rising STAR of Texas

A member of The Texas State University System

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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: <https://www.bookstore.txstate.edu/t-textbooks.aspx>

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

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.

Fees for Off-Campus Courses: Off-campus students enrolled in solely off-campus courses or RRHEC 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. Students enrolled in an off-campus course will be charged an off-campus course fee of \$30 per credit hour. Students enrolled in both off-campus and on-campus courses will be charged all the fees mentioned above.

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 and a one-time general property deposit 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, American Express 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 September 1, 2011, payment via credit/debit card will be assessed a 1.9% convenience fee based on the amount charged. 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 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 four class days. A Late Registration Fee of \$200 is assessed to all students who register after the fourth class day. Late Registration fees cannot be waived.

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 payment plan 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.

Official notification of due dates is the published Academic Calendar that can be found online at <http://www.registrar.txstate.edu/> Students are responsible for making their payments by the due date.

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), Hazelwood, Hazelwood 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, Early High School graduation, High School Valedictorians and Texas Tomorrow 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**.

Spring – November 14

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 WILL 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.

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, Discover 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-San Marcos.
- (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.

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 Hours Fee

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.

Registration Payment and Due Date Information

Statements for Spring 2012 will be available online beginning December 1, 2011 for students that registered between October 17 -31.

If you choose to pay your tuition and fees in full, payment must be made by **January 12, 2012**.

If you choose to enroll in an installment (payment) plan, enrollment must be made by **January 12, 2012**.

- 1st installment payment due at time of enrollment.
- 2nd installment payment due March 2, 2012 by 5:00 pm
- 3rd installment payment due April 6, 2012 by 5:00 pm

Action must be taken by January 12, 2012 or your classes will be canceled.

Note: The 1st installment is due upon enrollment of the payment plan. Action must be taken by January 12, 2012 or your classes will be canceled.

Students that register between January 5 - 12, payment in full or enrollment in an installment plan must be made by **January 12, 2012**. A \$25 late registration fee will be assessed for registration during this period.

Students that registered between January 17 - 20, payment in full or enrollment in an installment plan must be made by **January 20, 2012**. 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 January 20, 2012 or your classes will be canceled.

Students that registered between January 23 – February 1, payment in full or enrollment in an installment plan must be made by **February 1, 2012**. 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 February 1, 2012 or your classes will be canceled.

Registration Payment Instructions

1. Register during your appointed time.
2. Your Registration Charges will be available at <http://www.sbs.txstate.edu> beginning December 1, 2011.

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) Online Payments

Students can make online payments using E-checks, American Express, Discover Card 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 or at JCK 188 to the right of the cashier area in the hallway (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 8:00-5:00. 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.

Financial Aid students who choose to enroll in a payment plan may want to wait until after their aid is applied as a payment on January 9th to avoid making an initial down payment.

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/> 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:

Texas State offers two payment options for the Spring semester.

1. Payment for 100% of the tuition, fees, room and board is due in full.
2. Enrollment in a payment plan:

(The following applies to both the traditional and ETLP payment plans)

- a. Enrollment begins at the time the statement is available.
- b. \$30 non-refundable enrollment fee (rolled into the plan)
- c. All previous semester balances must be paid prior to enrollment.
- d. Payments may be scheduled ahead of time to be paid on installment due dates.
- e. Plans recalculate as charges increase or decrease due to schedule changes.

Types of Payment Plans

1. Traditional Installment Plan -
 - a. 3 installments of 30%, 35%, and 35% of total tuition, fees, room and board
 - b. \$25 late fee for each installment not paid on time
 - c. 30% down payment required at time of enrollment.
2. ETLP plan –
 - a. Restrictions apply - Students receiving sufficient financial aid to cover the 1st installment will not be eligible for an ETLP.
 - b. Covers 100% of tuition and fees – no room and board.
 - c. 1.25% origination fee added on the night of enrollment
 - d. One installment due within 90 days
 - e. \$25 monthly late fee after 90 days

Drop Box Payments

Payments mailed or placed in the Depository Drop Box located on the outside wall of the J.C. Kellam Building or at JCK 188 to the right of the cashier area in the hallway, 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 dates.

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.

Financial aid students who choose to enroll in a payment plan may want to wait until after their aid is applied as a payment on January 8th to avoid making an initial down payment.

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.

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.

Spring Semester - Withdrawals (1st Class Day Jan. 17)

	Owed	Refunded
<u>Prior to 1st Class Day</u> (Jan. 13)	\$15.00	100%-\$15.00
Class Days (1-5) Jan. 17-23	20%	80%
Class Days (6-10) Jan. 24-30	30%	70%
Class Days (11-15) Jan. 31-Feb. 6	50%	50%
Class Days (16-20) Feb. 7-13	75%	25%
After 20th class day Feb. 14	100%	0%

First Half Withdrawals

	Owed	Refunded
<u>Prior to 1st Class Day</u> (Jan. 13)	\$15.00	100%- \$15.00
Class Days (1-3) Jan. 17-19	20%	80%
Class Days (4-6) Jan. 20-24	50%	50%
After 6th class day Jan. 25	100%	0%

Second Half Withdrawals

	Owed	Refunded
<u>Prior to 1st Class Day</u> (Mar. 5)	\$15.00	100%- \$15.00
Class Days (1-3) Mar. 6 - 8	20%	80%
Class Days (4-6) Mar. 9 - 20	50%	50%
After 6th class day Mar. 21	100%	0%

***Matriculation Fee** - A matriculation fee is assessed on any withdrawals prior to the first day of classes. 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.

Spring - Full Semester Drops

During first 12 class days (Jan. 17-Feb. 1)	100%
After 12th class day (Feb. 2)	None

First Half Drops

During first 4 class days (Jan. 17-20)	100%
After 4th class day (Jan. 21)	None

Second Half Drops

During first 4 class days (Mar. 6 - 9)	100%
After 4th class day (Mar. 10)	None

An immediate refund **WILL NOT** be made at the time a student reduces hours during a semester. 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 refund information on Special Course Offerings, call the Student Business Services Office at 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.

Room and board charges will continue until the student has officially moved from Texas State 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.

Refunds in the 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.

Other Fees And Charges	
Admissions Application Fee	\$ 40 .00
Admissions/Evaluation Fee for International Application	\$ 75.00
Advising Fee	\$ 90.00/ long semester
Auditing Fee	same as if course were taken for credit
Certificate Fee - payable when applying for Teacher's Certificate	
Texas Standard Certificate	\$ 75.00
Deficiency Plan Fee (for students seeking teacher certification)	
First Plan	\$ 75.00
Additional Plans (each)	\$ 25.00
Late Payment Fee	
(for installments not paid by due dates)	\$ 25.00
Electronic Course Fee	\$ 50.00/semester credit hour
Evaluation of Foreign Credentials (for domestic applicants)	\$ 35.00
Payment Plan Enrollment Fee	
(for handling & other processing)	\$ 30.00
Late Registration Fee	
prior to the 1 st class day	\$ 25.00
1 st 4 class days	\$100.00
5 th through 12 th class day	\$200.00
Matriculation Fee	
(for withdrawals prior to 1st class day)	\$ 15.00
Off Campus Course Fee	
(for all courses taken off-campus)	\$ 30.00/semester credit hour
Orientation Fee	
(mandatory, non-refundable)	\$ 30.00
Physical Therapy Application Fee	\$ 25.00
Post Baccalaureate Teaching Intern Application Fee	\$500.00
Reinstatement Fee	\$ 50.00
(for processing reinstatements during the same semester of a withdrawal)	
Returned Item Fee (for processing each returned check)	\$ 30.00
Transcript Fee (official copy)	\$ 5.00

Deposits

Property Deposit: Every student must make a property deposit to protect Texas State from damage to or loss of Texas State property. Charges for damages are billed directly to the student or collected by the department. Failure to pay the charges promptly will cause the student to be barred from re-admission and from receiving an official transcript. Upon written request to the Student Business Services Office, this deposit, less outstanding charges, will be returned to the student graduating or withdrawing from school. Deposit refunds not requested within four years from date of last attendance are forfeited into a student scholarship account.

Lab/Instructional Course Fees

Lab/Instructional Fees are listed in the course section in the right column on the same line as the course title and number.

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.

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 - Spring 2012							
Residents of Texas				Non-Residents and Foreign			
Hours	Total	Tuition	Mandatory Fees	Hours	Total	Tuition	Mandatory Fees
1	663.00	217.00	446.00	1	976.00	530.00	446.00
2	930.00	434.00	496.00	2	1,556.00	1,060.00	496.00
3	1,197.00	651.00	546.00	3	2,136.00	1,590.00	546.00
4	1,464.00	868.00	596.00	4	2,716.00	2,120.00	596.00
5	1,731.00	1,085.00	646.00	5	3,296.00	2,650.00	646.00
6	1,998.00	1,302.00	696.00	6	3,876.00	3,180.00	696.00
7	2,265.00	1,519.00	746.00	7	4,456.00	3,710.00	746.00
8	2,532.00	1,736.00	796.00	8	5,036.00	4,240.00	796.00
9	2,799.00	1,953.00	846.00	9	5,616.00	4,770.00	846.00
10	3,066.00	2,170.00	896.00	10	6,196.00	5,300.00	896.00
11	3,324.00	2,387.00	937.00	11	6,767.00	5,830.00	937.00
12	3,582.00	2,604.00	978.00	12	7,338.00	6,360.00	978.00
13	3,840.00	2,821.00	1,019.00	13	7,909.00	6,890.00	1,019.00
14	4,098.00	3,038.00	1,060.00	14	8,480.00	7,420.00	1,060.00
15	4,356.00	3,255.00	1,101.00	15	9,051.00	7,950.00	1,101.00
16	4,614.00	3,472.00	1,142.00	16	9,622.00	8,480.00	1,142.00
17	4,872.00	3,689.00	1,183.00	17	10,193.00	9,010.00	1,183.00
18	5,130.00	3,906.00	1,224.00	18	10,764.00	9,540.00	1,224.00
19	5,388.00	4,123.00	1,265.00	19	11,335.00	10,070.00	1,265.00
20	5,646.00	4,340.00	1,306.00	20	11,906.00	10,600.00	1,306.00
21	5,904.00	4,557.00	1,347.00	21	12,477.00	11,130.00	1,347.00

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 Svs, Rec Sports and Student Center fees) totaling \$289 are waived for students enrolled exclusively in off campus, RRHEC or internet courses.

A Course Repeat Fee of \$313 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 www.sbs.txstate.edu

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 - Spring 2012							
Residents of Texas				Non-Residents and Foreign			
Hours	Total	Tuition	Mandatory Fees	Hours	Total	Tuition	Mandatory Fees
1	623.00	267.00	356.00	1	936.00	580.00	356.00
2	940.00	534.00	406.00	2	1,566.00	1,160.00	406.00
3	1,257.00	801.00	456.00	3	2,196.00	1,740.00	456.00
4	1,574.00	1,068.00	506.00	4	2,826.00	2,320.00	506.00
5	1,891.00	1,335.00	556.00	5	3,456.00	2,900.00	556.00
6	2,208.00	1,602.00	606.00	6	4,086.00	3,480.00	606.00
7	2,525.00	1,869.00	656.00	7	4,716.00	4,060.00	656.00
8	2,842.00	2,136.00	706.00	8	5,346.00	4,640.00	706.00
9	3,159.00	2,403.00	756.00	9	5,976.00	5,220.00	756.00
10	3,476.00	2,670.00	806.00	10	6,606.00	5,800.00	806.00
11	3,784.00	2,937.00	847.00	11	7,227.00	6,380.00	847.00
12	4,092.00	3,204.00	888.00	12	7,848.00	6,960.00	888.00
13	4,400.00	3,471.00	929.00	13	8,469.00	7,540.00	929.00
14	4,708.00	3,738.00	970.00	14	9,090.00	8,120.00	970.00
15	5,016.00	4,005.00	1,011.00	15	9,711.00	8,700.00	1,011.00
16	5,324.00	4,272.00	1,052.00	16	10,332.00	9,280.00	1,052.00
17	5,632.00	4,539.00	1,093.00	17	10,953.00	9,860.00	1,093.00
18	5,940.00	4,806.00	1,134.00	18	11,574.00	10,440.00	1,134.00
19	6,248.00	5,073.00	1,175.00	19	12,195.00	11,020.00	1,175.00
20	6,556.00	5,340.00	1,216.00	20	12,816.00	11,600.00	1,216.00
21	6,864.00	5,607.00	1,257.00	21	13,437.00	12,180.00	1,257.00

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 Svs, Rec Sports and Student Center fees) totaling \$289 are waived for students enrolled exclusively in off campus, RRHEC or internet courses.

A Course Repeat Fee of \$313 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 www.sbs.txstate.edu

Where Your Student Fees Go - Spring 2012

A TEXAS STATE student taking 15 credit hours pays a total of \$4356.00 in tuition and fees*. Of that total, \$3606.00 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	0.65%
Student Life (programs: Alcohol Drug Educ.Prevention Training), Career Services, Mentoring Program, Students' Legal Advisor & Associated Student Government)	\$ 52	1.43%
Other Student Services (certain student travel, Writing Lab, University Scholars, & other services)	\$ 15	0.42%
Sub-total Student Service Fee	\$ 90	
Advising Services (advising services for undergraduate students)	\$ 90	2.50%
Athletics (athletic scholarships, student wages, team travel & recruitment)	\$ 240	7%
Computer (maintenance on instructional campus computers, upgrade and expansion of equipment and student e-mail/Internet access)	\$ 225	6.24%
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)	\$ 2,505	69.12%
Environmental Services Fee (environmental improvements: recycling, transportation, employment, product purchasing, matching funds for grants, planning,maintenance & irrigation)	\$ 1	0.03%
ID (expanded functionality of ID card services)	\$ 5	0.14%
International Education (scholarships for students studying abroad)	\$ 3	0.08%
Library (extended hours and supplements general acquisitions)	\$ 150	4.16%
Medical (basic operations of the Student Health Center)	\$ 53	1.47%
Publications (administrative publications given to students: the catalogue, student handbook and informational brochures on services provided to students--does not pay for Univeristy Star or Pedagog Yearbook)	\$ 8	0.22%
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	2.61%
Student Center (debt on building,operations& programs: Intramurals, Outdoor Rec., Sports Clubs) *Approximately \$25 of the Student Center Fee is applied towards debt service.	\$ 64	1.77%
Shuttle Bus (all shuttle bus operations including apartment routes)	\$ 78	2.16%
Total Fees (other than E&G Tuition)	\$ 3,606	100%

*Note: Does not include course fee, off campus fees or the Electronic ID fee.

Communicable Diseases/Immunization Information

College students who have not acquired immunity from the following diseases should receive these immunizations before attending classes: tetanus and diphtheria (Td) and a booster dose every 10 years; poliomyelitis; and measles, mumps and rubella (MMR). If you were born on or after January 1, 1957, you will need two doses of MMR to have adequate immunity conferred. Students should also be free from tuberculosis infection or have documentation that they have received the appropriate treatment. Students should also consider receiving immunization against hepatitis B, varicella (chicken pox), and meningococcal meningitis. The Student Health Center has these vaccines available. Please call (512) 245-2167 to make an appointment in Nurse Clinic if you need an immunization.

Health Insurance

Contact the Student Health Center at (512) 245-2161 or the insurance company at 1-800-767-0700 for additional information. You may also visit the Student Health Center website at <http://www.healthcenter.txstate.edu/INSURANCE/student-health-insurance-2011-2012.html> to buy insurance online or to view and/or print brochures and enrollment cards.

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 the registration payment deadline for each semester OR EDUCATIONAL PROGRAM. Insurance waiver information and forms 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. 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.

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/verify-enrollment.html> . Students taking a correspondence, extension, or a study abroad course, must obtain a verification of those classes from the Correspondence and Extension Office, Located in ASB 302.

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>.

Family Educational Rights & Privacy Act

(Buckley Amendment, 1974)

Notification of Rights Under FERPA

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. 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.

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

Students Right-to-Know and Campus Security Act of 1990

Texas State University-San Marcos 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 34,000 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 (245-2386) at Texas State.

	First Fall Semester of Entering Freshman Cohorts										
	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
Entering Cohort	2,530	2,468	2,674	2,818	2,784	3,055	2,983	3,243	3,448	3,810	4,047
1-Year Retention	74.3%	77.1%	77.5%	76.4%	74.7%	76.3%	74.6%	77.6%	78.6%	78.7%	78.6%
2-Year Retention	65.8%	68.0%	68.7%	67.4%	68.2%	68.2%	66.8%	70.8%	69.5%	69.2%	
3-Year Retention	62.9%	64.5%	63.8%	64.8%	64.2%	64.7%	62.5%	65.9%	64.7%		
4-Year Graduation	20.6%	22.4%	22.0%	23.7%	24.8%	27.0%	27.3%	30.2%			
5-Year Graduation	44.9%	47.3%	46.4%	48.2%	48.6%	48.0%	46.8%				
6-Year Graduation	52.7%	55.0%	54.3%	55.9%	55.4%	55.4%					

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

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 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. The registrar of each component is authorized to make an appropriate notation on the student's transcript to accomplish this objective and to remove the notation when the student's disciplinary record has been cleared. 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.

UNIVERSITY HOUSING POLICY AND RATES

THE UNIVERSITY HOUSING REQUIREMENT

The Department of Housing and Residential Life (DHRL) at Texas State University-San Marcos 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, **all students younger than the age of 20 (by September 1 for fall admission or January 1 for spring admission) with fewer than 30 college credit hours are required to live in on-campus university housing.** (*This policy applies to the fall 2011/spring 2012 academic year. The university does not have a housing requirement during the summer sessions.*) These students are required to either make arrangements to live on campus or seek a formal exemption. Requests and final decisions must be

completed prior to your orientation and registration for classes. No request for an exemption is necessary if the student has completed 30 or more semester hours 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 complexes. Each location offers a distinct community feel and unique atmosphere. All the facilities provide engaging and entertaining academic programs and social opportunities. Visit <http://www.reslife.txstate.edu> for more information on housing facilities and the options for summer housing.

Schedule

While apartment-style facilities remain open during breaks, most traditional, suite and super-suite style facilities will close and may not be occupied during breaks. Break housing halls, as well as opening and closing schedules are posted online. The student who is unable to leave campus during breaks may submit a break-housing request on a space-available basis. The student will be charged an additional fee and may be relocated during the break.

Fall 2011/Spring 2012 Housing Rates (rates are per student and per semester)

Rates and available residences can be found online at www.reslife.txstate.edu.

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 15 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.

Spring 2012 Meal Plan Options and Rates

(rates are per student and per semester)

150 Block Meals + 125 Dining Dollars - \$1,033
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 - \$1,120
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 - \$1,200
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?

THERE ARE NO ROLLOVERS OF SPRING MEALS INTO THE SUMMER TERM.

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

- 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 & SPRING MEAL PLANS ARE ONLY
GOOD FOR ONE SEMESTER.**

Changes to the meal plan must be made by Wednesday, February 1, 2012 at ID Services, LBJ Student Center 2-9.1. 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 and/or dropped their university meal plan (if applicable). 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 40 Block Meals to students residing off campus. The 40 meals are only valid during the semester it is purchased and NEVER rollover to the following semester. For more information or to purchase this plan go to

<http://www.dineoncampus.com> or contact a manager at any on campus dining facility.

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.