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NOTIFICATION OF RIGHTS UNDER FERPA

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

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

A. The right to inspect and review the student's education records within 45 days of the day Texas State receives a request for access. Students should submit to the Registrar, Academic Dean, Department Chair, or other appropriate official, written requests that identify the records they wish to inspect. Texas State will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

B. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested by the student, the university will notify the student within a reasonable time of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

C. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university or the Texas State University System in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, information processor, or collection agent); a person serving on the Board of Regents, Texas State University System; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review or maintain an education record in order to fulfill his or her professional or contractual responsibility. Upon request, the university discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Texas State to comply with the requirements of FERPA.

E. The right to know the types of personally identifiable information that Texas State deems directory information that it may release without consent. Texas State has designated the following information as directory information: (1) name; (2) date and place of birth; (3) fields of study, including major and minor; (4) enrollment status (actual hours enrolled, undergraduate, graduate, etc.); (5) degrees, certificates and awards; (6) type of award received (academic, technical, continuing education, etc.); (7) dates of attendance; (8) student classification; (9) name of the most recent previous educational agency or institution attended; (10) telephone number; (11) current and permanent addresses, excluding e-mail addresses; (12) weight and height of athletes; (13) participation in officially recognized activities and sports; (14) names of prospective graduates; (15) names of parents; (16) photographs of students; (17) any other records that could be treated as directory information under FERPA.
F. The right to refuse to let Texas State designate the types of directory information. Any student may refuse to let Texas State designate any or all of the above types of information about the student as directory information. To do so, the student should file a written request in the Registrar’s Office. (A Privacy Hold Form is available for use by a student in the University Registrar’s Office.) The student should specify in his or her request the types of information that should not be designated as directory information, or the student may direct that all of the above types of information not be designated as directory information. Texas State will apply the request to the student’s records until the student notifies the Registrar’s Office otherwise.

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

**HIGHER EDUCATION OPPORTUNITY ACT, SECTION 133**

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

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

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1 A Privacy Hold Form is available for use by students in the Office of the University Registrar.
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>Entering Cohort</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
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</thead>
<tbody>
<tr>
<td>1-Year Retention</td>
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<tr>
<td>2-Year Retention</td>
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<tr>
<td>3-Year Retention</td>
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<tr>
<td>4-Year Graduation</td>
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<tr>
<td>5-Year Graduation</td>
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<tr>
<td>6-Year Graduation</td>
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</tbody>
</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. 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/
Immunization Recommendation for Entering Students

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

Meningitis Immunization

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

Optional Student Health Insurance Plan

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

Mandatory Health Insurance for International Students

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

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

DRUG FREE SCHOOLS AND COMMUNITIES ACT COMPLIANCE

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

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

THE UNIVERSITY HOUSING REQUIREMENT
The Department of Housing and Residential Life (DHRL) at Texas State University is both an educational and a business enterprise of the University. The role of the DHRL is to support the academic mission of the University through the provision of on-campus housing. Therefore, in support of the educational mission of the University, and the value of the on-campus residential experience to students, new students under the age of 20 (by September 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 to the fall/spring 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 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 our website at http://www.reslife.txstate.edu for more information on housing facilities and the options for summer and fall 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.

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

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

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

Housing Refunds
See page 24 for room and board refunds.
DINING POLICIES AND RATES

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

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

<table>
<thead>
<tr>
<th>Plan Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>150 Block Meals + 125 Dining Dollars - $1,101</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>200 Block Meals + 100 Dining Dollars - $1,195</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>250 Block Meals + 75 Dining Dollars - $1,281</td>
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</tr>
<tr>
<td>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.</td>
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</tbody>
</table>

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

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

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

**NOTE:** Unused portions of Dining Dollars do NOT carry over to another semester.
SPRING MEAL PLANS ARE ONLY GOOD FOR THE SPRING SEMESTER.

Changes to the meal plan must be made by Wednesday, February 4, 2015 at ID Services, LBJ Student Center 2-9.1 or through the website at: http://www.auxiliaryservices.txstate.edu/services/dining/mealplanchangeform.html. Any changes after this date must be made by special approval from Auxiliary Services.

Dining Refunds
Dining charges will continue until the student has officially moved out of the on-campus housing facility (if necessary) and notified ID Services to cancel the meal plan. Cancellation requests can be made at the ID Services office in LBJ Student Center 2-9.1 or via the web at http://www.auxiliaryservices.txstate.edu/services/dining/mealplanchangeform.html. Dining refunds are based on the proration table or usage, whichever is less. Any refund due will be applied to any unpaid university financial obligation with Texas State. If the refund exceeds any unpaid balance, a refund check will be directly deposited into the appropriate account if a student is registered for the service, or mailed within approximately 30 days to the local address on file with the Registrar’s Office. Questions regarding the method and timing of refunds should be addressed through Student Business Services at 245-2544.

COMMUTER MEALS
Chartwells offers 40 Block Meals (Commuter Plan) or 30 Block Meals with $175 Dining Dollars (Commuter Plus Plan) to students residing off campus. These plans are only valid during the semester they are purchased and NEVER rollover to the following semester. For more information or to purchase either of these plans go to http://www.dineoncampus.com/txstate/ or contact a manager at any on campus dining facility. These plans are not available to be added to a student bill and are only available by direct pre-purchase from Chartwells Dining Service.

BOBCAT BUCK$ 
A prepaid declining balance plan managed by Texas State that students, faculty and staff may access on their BobcatCard and carries over from semester to semester and year to year. Bobcat Buck$ are used for payment of services at participating merchants on or off campus, at coin operated copy machines and at select campus vending machines. Deposit money to your Bobcat Buck$ account securely on the Web at http://www.auxiliaryservices.txstate.edu/idservices/managemyid.html. 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.auxiliaryservices.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

TUITION AND FEE INFORMATION

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

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

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

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

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

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

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

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

Late Fee for Student Health Center: A $5.00 late fee is assessed at the Student Health Center for each emergency account receivable that is not paid within ten class days after medical treatment has been rendered.
**Student’s Financial Obligations:** Students are expected to meet financial obligations to the University in accordance with specified deadlines and due dates. All past-due balances must be cleared before current term registration is confirmed. 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 (e-checks) that are returned to Texas State unpaid by the bank may result in any or all of the following:

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

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

**IMPORTANT POLICIES**

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

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

**BILLING INFORMATION**

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

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

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

Spring – November 4

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

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

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

EXEMPTIONS/WAIVERS

SAP REQUIRED

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

Returned Checks/EFT (e-Check)

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

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

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

Under Texas Education Code §54.0065, qualified students will receive up to a $1,000 tuition rebate upon graduation from Texas State. You must apply for the tuition rebate during the semester you plan on graduating. 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. The form is located online.

Academic Qualifications:

To be eligible for the rebate program, student must:

(a) Complete the tuition rebate application form and submit it to your academic advisor no later than the workday immediately preceding his or her graduation
(b) The first enrollment in any institution of higher education must be in the fall 1997 semester or later.
(c) The student must have received his/her baccalaureate degree from a Texas public university.
(d) The student must be a resident of Texas and entitled to pay resident tuition at all times while pursuing the degree.
(e) If enrolled for the first time in fall 2005 or later, the student must graduate within four calendar years from the first semester enrolled for a four-year degree or within five calendar years for a five-year degree. Note that the four- or five-year time limit prescribed 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 no later than September 1, 2010 to be eligible for the rebate.
(f) The student must attempt 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 he/she graduates. 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 that are dropped after the official census date (twelfth class day for fall and spring semesters, fourth class day for summer sessions, including mini-session), for-credit developmental courses, optional internship and cooperative education courses, and repeated courses. 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. Courses dropped for any reasons that are determined by the institution to be totally beyond the control of the student shall not be counted.

Students must consult with their academic advisor to assure they meet all requirements to qualify for this program.

If you have any questions about this program, please contact your academic advisor for more information. Please refer to the university policy, UPPS 03.01.13, for further review of the Tuition Rebate Program.

Please note: Rebates will first be applied to outstanding obligations owed to Texas State prior to funds being issued to the student.
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. The fee is subject to change each year upon action of the Texas Higher Education Coordinating Board. 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.

Exceptions due to economic hardship are permitted under defined institutional policy. A student with an economic hardship is defined as someone who, at the time of registration, is documented with the Financial Aid & Scholarships office as being eligible for a Federal Pell Grant, regardless of whether they actually receive the funding due to enrollment status, non-satisfactory academic progress, or other reasons. Students who become Pell eligible, during the semester in which they are charged the non-resident tuition, may submit eligibility documents to the Student Business Services office no later than the official last class day of the semester in which the exception is being requested.

A student shall be exempted from payment of higher tuition for any course repeated in the final semester or term before graduation, if the course(s) is taken for the purpose of receiving a grade that will satisfy a degree requirement. This exemption applies for only one semester. The exemption does not affect an institution’s ability to charge a higher rate for courses that cannot be reported for funding for other reasons such as the excess credit hour limit, or an institution’s ability to waive higher tuition rates for economic hardship. Students who are eligible for this exemption, during the semester in which they are charged the non-resident tuition, may submit eligibility documents from their academic advisor to the Student Business Services office no later than the official last class day of the semester in which the exception is being requested.
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 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.

Courses that count towards the excessive hour calculation are 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
- Hours attempted prior to declaration of fresh start

Students with excessive hours are encouraged to contact their academic advisor to review their degree plan and insure that it is complete, accurate and to verify the hours required for completion.

Exceptions due to economic hardship are permitted under defined institutional policy. A student with an economic hardship is defined as someone who, at the time of registration, is documented with the Financial Aid & Scholarships office as being eligible for a Federal Pell Grant, regardless of whether they actually receive the funding due to enrollment status, non-satisfactory academic progress, or other reasons. Students who become Pell eligible, during the semester in which they are charged the non-resident tuition, may submit eligibility documents to the Student Business Services office no later than the official last class day of the semester in which the exception is being requested.
Doctoral Excessive Hours Fee

99 Hour Rule

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. Courses taken by a doctoral student at the master’s or undergraduate level will not count towards the 99 hours. If the student is admitted to a doctoral program from the bachelor’s degree, the count begins after 30 hours of graduate coursework. This tuition structure applies to Texas residents as well as out-of-state residents and international students who were eligible to be charged tuition at the resident rate as a result of scholarship and fellowship awards or employment as Graduate Assistants. Students should contact the Ph.D. Program Director regarding this appeal process.

OTHER FEES AND CHARGES

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

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

**Student** $7.00 per summer term

**Faculty/staff** $50.00 per twelve months

### Undergraduate Tuition and Fees – Spring 2015

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

<table>
<thead>
<tr>
<th>Residents of Texas</th>
<th>Non-Residents and Foreign</th>
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<tr>
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</table>

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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 $306 are waived for students enrolled exclusively in off campus or internet courses
On campus fees (Bus, Rec Sports and Student Center fees) totaling $253 are waived for students enrolled exclusively in RRHEC courses
A Course Repeat Fee of $362 per hour is charged to Texas Residents for courses that they have attempted more than twice.
Lab fees are charged for courses with labs. Please see individual course listing for lab fees
Additional fees including late fees and installment fees may be charged.

For a complete listing of fees go to [http://www.sbs.txstate.edu/](http://www.sbs.txstate.edu/)
Graduate Tuition and Fees – spring 2015

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<th>Hours</th>
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WHERE YOUR STUDENT FEES GO – SPRING 2015

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

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

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

*Note: Does not include course fee, off campus fees or the Electronic ID fee.
REGISTRATION PAYMENT AND DUE DATE INFORMATION

Students that registered between October 9 – November 30 statements for spring 2015 will be available online the first week of December 2014.

If you choose to enroll in an installment (payment) plan, enrollment must be made by January 15, 2015

- 1st installment payment due upon enrollment
- 2nd installment payment due March 6, 2015 by 5:00 pm
- 3rd installment payment due April 3, 2015 by 5:00 pm
- Action must be taken by January 15, 2015 or your classes will be cancelled.

Students that register between December 18 – January 15:

- Statements for spring 2015 will be available online the first week of December 2014
- Payment in full or enrollment in an installment plan must be made by January 15, 2015
- A $25 late registration fee will be assessed for registration during this period
- Action must be taken by January 15, 2015 or your classes will be canceled

Students that register between January 17-28:

- Payment in full or enrollment in an installment plan must be made by January 15, 2015
- 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 15, 2015 or your classes will be canceled

Students that register between January 29 – February 3:

- Payment in full or enrollment in an installment plan must be made by January 15, 2015
- 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 January 15, 2015 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 the first week of December 2014.

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

3. Review your registration charges carefully! If you have any questions, contact the Student Business Services Office at (512) 245-2544 or at cashiers@txstate.edu. Be sure to include your Student ID number.

4. Make payment by the Registration Payment Deadline. Payment for the total due or enrollment in a payment plan must be received by the Registration deadline.

   On-Line Payments. Students can make online payments using E-checks, American Express, Discover Card, Diners Club or MasterCard at http://www.sbs.txstate.edu. Please have your Net ID and password ready.

   A. Mail in your payment. Please make allowances for any unanticipated mailing delays.

      Texas State University
      Student Business Services
      601 University Dr., JCK 188
      San Marcos, TX 78666

   B. Make payment via the drop box. Located on the tennis court side of the J. C. Kellam Building and also in the lobby next to JCK 188 (no cash payments please).

   C. Pay in person at the Student Business Services Windows by cash or check, J. C. Kellam Building, during regular office hours, M-F 8:00 a.m.-5:00 p.m. You will receive a receipt at the time of payment.

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

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

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

Installment Payment Plan

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

Emergency Loan

The emergency loan program is available for eligible students who do not have sufficient funds for the down payment to complete enrollment in the payment plan. It cannot be used to pay for room, board or other charges not specifically related to your tuition and mandatory fees due for enrollment in classes. This loan is only available for registration payment. This is a loan to be repaid and Texas State is your lender. Funds are limited so acceptance of an application does not necessarily indicate that funds are available.

To be eligible for this loan you must:

- Have at least a 2.0 GPA
- Be enrolled in the current semester.
- Unable to complete the down payment after funds from other sources have been applied
- No holds on your records
- Valid social security number or ITIN on file with the University

Once you have been approved for the Emergency Loan you must enroll in payment plan. The plan has a $30 enrollment fee as well as a 1.25% origination fee in lieu of interest. Loans not repaid by the due date are subject to $25/month delinquent charges.

To apply for the plan visit the application website Emergency Loan Application

Drop Box Payments

Payments mailed or placed in the Depository Drop Box located in the lobby next to JCK 188 are accepted under the following conditions:

Payment must be received in the Student Business Services Office on or before the due date during regular office hours.
Late Payment Fees

A delinquent charge of $25 is assessed the first day after the installment due date. **Under Texas Higher Education Code 54.007**, **a student who fails to make full payment of tuition and fees, including any incidental fees, by the due date may be prohibited from registering for classes until full payment is made.** A student who fails to make full payment prior to the end of the semester or term may be denied credit for the work done that semester or term. See the Student Financial Obligation section for more details.

FINANCIAL AID RECIPIENTS

Students who have sufficient aid to cover 100% tuition, fees, room and board are not required to take action. However, if you will not be attending Texas State, you must contact the University Registrar to withdraw from classes.

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

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

REFUNDS AND WITHDRAWAL FROM THE UNIVERSITY

Any student who has paid registration fees and officially withdraws by submitting a withdrawal request to the Registrar's Office, J.C. Kellam, 111, is entitled to a refund of tuition and fees if the following condition is met: The amount actually paid must be greater than the percentage of total semester charges OWED Texas State at the time of withdrawal. The amount of the refund is calculated as follows: (Total amount of tuition and fees minus non-refundable fees) times (refund percentage) minus (outstanding balance of charges, if any) equals Refund. A schedule of the percentage owed follows.

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

WITHDRAWAL REFUNDS

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

### Spring Semester - Withdrawals (1st Class Day January 20)

<table>
<thead>
<tr>
<th>Class Days (1-5) Jan 20-26</th>
<th>Owed</th>
<th>Refunded</th>
</tr>
</thead>
<tbody>
<tr>
<td>20%</td>
<td>80%</td>
<td></td>
</tr>
<tr>
<td>Class Days (6-10) Jan 27 – Feb 2</td>
<td>30%</td>
<td>70%</td>
</tr>
<tr>
<td>Class Days (11-15) Feb 3-9</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>Class Days (16-20) Feb 10-16</td>
<td>75%</td>
<td>25%</td>
</tr>
<tr>
<td>After 20th class day Feb 17</td>
<td>100%</td>
<td>0%</td>
</tr>
</tbody>
</table>

| Class Days (1-3) Jan 20-22 | 20% | 80% |
| Class Days (4-6) Jan 23-27 | 50% | 50% |
| After 6th class day Jan 28 | 100% | 0%  |

| Class Days (1-3) Mar 10-12 | 20% | 80% |
| Class Days (4-6) Mar 13-24 | 50% | 50% |
| After 6th class day Mar 25 | 100% | 0%  |

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

An immediate refund WILL NOT be made at the time a student withdraws. Any refund will be applied to remaining unpaid obligations. If a student has paid in full, a refund will be processed within 30 days. Reducing semester credit hours to zero is considered a withdrawal, and withdrawal refund policies apply. For other refund information, please visit our website [http://www.sbs.txstate.edu/](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.

<table>
<thead>
<tr>
<th>Spring - Full Semester Drops</th>
</tr>
</thead>
<tbody>
<tr>
<td>During first 12 class days (Jan 20 – Feb 4)</td>
</tr>
<tr>
<td>After 12th class day (Feb 5)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First Half Drops</th>
</tr>
</thead>
<tbody>
<tr>
<td>During first 4 class days (Jan 20-23)</td>
</tr>
<tr>
<td>After 4th class day (Jan 24)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Half Drops</th>
</tr>
</thead>
<tbody>
<tr>
<td>During first 4 class days (Mar 10-13)</td>
</tr>
<tr>
<td>After 4th class day (Mar 14)</td>
</tr>
</tbody>
</table>

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 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 office of the University Registrar or deposited to the students’ bank account if they have signed up for direct deposit.

**REFUND IN EVENT OF DEATH**

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