Tuition and Fees

The primary responsibility of Student Business Services is to ensure the proper stewardship of the University's financial resources. Toward this end, we strive to provide valuable, timely, and meaningful financial information to University administrators to allow informed decision making in pursuit of overall institutional goals. We must ensure sound and efficient financial practices and services to the University community and must service our customers in an ethical, professional, and courteous manner. Our goal is to be sensitive and responsive to the needs of our customers - University students, administrators, faculty, staff and representatives from other state agencies. We are committed to innovation, change, and self-evaluation in order to meet these needs.

Tuition and Fees

Pursuant to state law, The University of Texas System Board of Regents (the Board) is authorized to set tuition. Tuition and fees are subject to change by legislative or regental action and become effective on the date enacted. The Texas Legislature does not set a specific amount for any particular student fee. The student fees assessed are authorized by state statute; however, the specific fee amounts and the determination to increase fees are made by UTEP administration and The University of Texas System Board of Regents. The Board will consider proposed tuition and fee increases at an upcoming meeting. The tuition rates for this academic year will be set after the Board meets. The student's estimated tuition bill will be available at that time. The student's actual tuition bill will be distributed in July of this year. Registration will not be completed until tuition has been paid. Policies governing payment or refund of tuition, fees and other charges are approved by the Board of Regents of The University of Texas System and comply with applicable state statutes.

UTEP now offers two tuition rate plans:

- Traditional Rate Plan
- Guaranteed Rate Plan (Optional - students must opt-in)

For more information about these plans and the current Tuition and Fee schedules, please visit the Student Business Services website (http://sbs.utep.edu). For additional information, please contact the Student Business Services Office at 915.747.5116.

Supplemental Fees

New Student

NOTE: All fees in this section are subject to change. For current fee rates, please visit the* Student Business Services website *(*https://www.utep.edu/vpba/student-business-services/*). For additional information, please contact the Student Business Services Office at 915.747.5116.

Student ID Fee (Miner Gold Card) - $10.00 one-time issuance fee

Student ID Replacement Fee - $20.00

Student General Property Deposit - $10.00 per student (one-time deposit) fee assessed at the time of the student's initial registration at the University. This fee is refundable to the student at the end of his or her University enrollment less any loss, damage, or breakage caused by the student. A property deposit which remains without call for refund for a period of four (4) years from the date of last attendance at the University will be forfeited and will become the property of the Student General Property Deposit Endowment Fund. Such funds will be invested and the income will be used for scholarship purposes.

New Undergraduate Student (one-time fee)

NOTE: All fees in this section are subject to change. For current fee rates, please visit the* Student Business Services website *(*https://www.utep.edu/vpba/student-business-services/*). For additional information, please contact the Student Business Services Office at 915.747.5116.

New Entering Undergraduate Resident Student - $180.00

New Entering Undergraduate International Student - $200.00

New Entering Undergraduate Transfer Student - $150.00

Certain Declared Undergraduate Majors

NOTE: All fees in this section are subject to change. For current fee rates, please visit the* Student Business Services website *(*https://www.utep.edu/vpba/student-business-services/*). For additional information, please contact the Student Business Services Office at 915.747.5116.

Clinical Laboratory Science Major Fee - $350.00 per semester with a declared major in Clinical Laboratory Science.

College of Business Administration Major fee- $90.00 per semester with a declared major within the College of Business.

College of Education Major Fee - $60.00 per semester with a declared major within the College of Education.

College of Engineering Major Fee - $110.00 per semester with a declared major within the College of Engineering.

College of Liberal Arts, BA in Art and BFA in Art Major Fee- $170.00 per student, per semester.

College of Liberal Arts, Art Studio and Museum Studies Minor Fee- $110.00 per student, per semester.

School of Nursing Major Fee -$185.00 per semester with a declared major in Nursing.

College of Health Science, Kinesiology Major fee - $85.00 per student, per semester.

College of Health Science, Social Work Major fee- $90.00 per student, per semester.

College of Health Science, Rehabilitation Major Fee - $75.00 per student, per semester.

College of Health Science, Interdisciplinary Health Science Major Fee - $50 per student, per semester.

College of Health Science,Occupational Therapy Major Fee - $135.00 per student, per semester.

College of Health Science,Physical Therapy Major Fee - $225.00 per student, per semester.

Certain Declared Graduate Majors

NOTE: All fees in this section are subject to change. For current fee rates, please visit the* Student Business Services website *(*https://www.utep.edu/vpba/student-business-services/tuitition-fees-schedule/Fall-2020/*). For additional information, please contact the Student Business Services Office at 915.747.5116.

College of Business Administration Major Fee- $25.00 per student, per semester.

College of Business Administration, Graduate Student Service Fee- $180.00 per student, per semester credit hour.

College of Business Administration, Executive MBA Program- $40,000.00 per 24-month program to cover all program costs including tuition, fees, books, and international travel and facilities.

College of Business Administration, Business PhD Service Fee - $100.00 per student, per semester for students enrolled in a PhD program in the College of Business Administration.

College of Education Major Fee - $60.00 per student, per semester with a declared major within the College of Education.

College of Engineering Major fee- $150.00 per student, per semester.

College of Engineering Major Fee - $110.00 per student, per semester with a declared major within the College of Engineering.

College of Health Science, Kinesiology Major fee - $75.00 per student, per semester.

College of Health Science, Doctoral of Physical Therapy Major fee- $150.00 per student, per semester.

College of Health Science, Doctoral of Interdisciplinary Health Sciences Major fee- $70.00 per student, per semester.

College of Health Science, Social Work Major fee- $90.00 per student, per semester.

College of Health Science, Occupational Therapy Major Fee - $175.00 per student,per semester.

College of Health Science, Physical Therapy Major Fee - $225.00 per student, per semester.

College of Health Science, Public Health Major Fee - $125.00 per student, per semester.

College of Health Science, Rehabilitation Major Fee - $75.00 per student, per semester.

College of Health Science, Social Work Major Fee - $115.00 per student, per semester.

College of Health Sciences, Speech Pathology Major Fee $50.00 - per student, per semester.

College of Health Science, Interdisciplinary Health Science Major Fee - $50.00 per student, per semester.

College of Liberal Arts, Music Major Fee - $260.00 per student, per semester.

School of Nursing, Nurse Practitioner Acute Care Major Fee - $400.00 per student, per semester.

School of Nursing, Nurse Practitioner Major Fee - $275.00 per student, per semester.

School of Nursing, Nursing Administration and Management Major Fee - $400.00 per student, per semester.

School of Nursing, Nursing Education Major Fee - $150.00 per student, per semester.

Additional Required Fee

NOTE: All fees in this section are subject to change. For current fee rates, please visit the* Student Business Services website *(*https://www.utep.edu/vpba/student-business-services/tuitition-fees-schedule/Fall-2020/*). For additional information, please contact the Student Business Services Office at 915.747.5116.

Graduate Student Service Fee for Courses Held at the Graduate Business Center - $125.00 per semester credit hour for each course section that is offered at UTEP's Graduate Business Center.

International Student Services Fee - $70.00 per student per semester.**

Testing and Assessment, Score Report fee - $5.00 per student, per exam.

** **International Student (ONLY)**

Course Fees

Course fees are authorized by the UTEP administration and The University of Texas System Board of Regents. Policies governing payment or refund of tuition, fees and other charges are approved by the Board of Regents of The University of Texas System and comply with applicable state statutes.

For current course fees, please view the UTEP course schedule (https://www.goldmine.utep.edu/prod/owa/bwckschd.p_disp_dyn_sched/).

Incidental Fees

NOTE: For current fee rates, please visit the* Student Business Services website *(*https://www.utep.edu/vpba/student-business-services/*). For additional information, please contact the Student Business Services Office at 915.747.5116.

Tuition for Undergraduate Hours in Excess of 170 or More Credit Hours

A resident student who has attempted 170 or more semester credit hours will be charged a higher tuition rate than is charged to other resident students. The higher tuition rate will be the non-resident rate for any credit hours above 169. The higher tuition rate will not be charged to a student enrolled in:

1. Two or more baccalaureate degree programs at the same time.
2. A double-major degree program that requires 130 or more semester credits for completion.
3. A health-professional baccalaureate degree program.

In determining whether the student has previously attempted 170 or more semester credit hours, the following credit hours will not be counted:

1. Semester credit hours earned by the student while the student was classified as a nonresident or foreign student for tuition purposes.
2. Semester credit hours earned by the student 10 or more years before the date the student begins the new degree program under the Academic Fresh Start Program of the *Texas Educational Code*, § 51.931.
3. Semester credit hours earned by the student before receiving a baccalaureate degree that has previously been awarded to the student.
4. Semester credit hours earned by the student by examination or under any other procedure by which credit is earned without registering for a course for which tuition is charged.
5. Credit for a remedial education course or another course that does not count toward a degree program at the institution.
6. Semester credit hours earned by the student at a private institution or an out-of-state institution.

For more information, students should contact the Registrar's Office at 915.747.5550.

Distance Learning (Resident) Tuition and Fees*

(Can be applicable to MBA, MEd, and other UT Online Consortium offerings.)

NOTE: All fees in this section are subject to change. For current fee rates, please visit the* Student Business Services website *(*https://www.utep.edu/vpba/student-business-services/tuitition-fees-schedule/Fall-2020/*). For additional information, please contact the Student Business Services Office at 915.747.5116.

Tuition	$184.78 SCH
Differential Tuition	$50.00 SCH

Distance-Learning Fee	$75.00 SCH
Energy Fee	$2.50 SCH
Technology Fee	$17.25 SCH
Library Fee	$11.75 SCH
Institutional Fees (estimate)	$9.00 Per Semester
Assessments based on three (3) semester credit hours	
Tuition	$554.34 SCH
Differential Tuition	$150.00 SCH
Distance Learning Fee	$150.00 SCH
Energy Fee	$7.50 SCH
Technology Fee	$51.75 SCH
Library Fee	$35.25 SCH
Institutional Fees	$9.00
Total	$**957.84**

If enrolled only in Distance Learning courses, the following fees are waived under this program:

Activity Fee, Health Center Fee, Recreation Fee, and Union Fee.

*Distance Learning Tuition and Fees subject to change by action of the Texas Legislation and Texas

Tuition for Resident Doctoral Student in Excess of 100 or More Credit Hours

Beginning fall semester 1999, a resident doctoral student who has a total of 100 or more semester credit hours of doctoral work at an institution of higher education can be required to pay non-resident doctoral tuition rates. Students should contact the Graduate School for more information at 915.747.5491.

Miner Gold Card

The Miner Gold card is the official identification (ID) card of the University of Texas at El Paso. The Miner Gold card is the property of the University and is non-transferable. All students must carry their Miner Gold cards at all times while on University property in order to obtain services.

The Miner Gold card is issued to all students who are enrolled in at least one credit hour. A current photo ID (e.g. driver's license, state ID, or passport) must be presented before a Miner Gold card is issued. The Miner Gold card remains active as long as the student is enrolled in courses at UTEP. No article of clothing or accessory including a hat or sunglasses can be worn on the student's head when the ID card photograph is taken.

All first-time students will be assessed a one-time, non-refundable $10.00 fee for the ID card. Any card rendered unusable, damaged, lost, or stolen will be assessed a $20.00 fee. A new photo will be taken every time a card is re-issued.

Various debit-declining balance plans can be utilized by Miner Gold card holders. Enrollment in these plans is automatic: participation is optional.

The University reserves the right to modify or change any or all parts of the Miner Gold card at any time. The Miner Gold card must be surrendered to University officials upon request.

For more information:
Miner Gold Card Office
Academic Services Building, Room 116
915.747.7334
www.utep.edu/minergold (http://www.utep.edu/minergold/)

Parking Fees

For current parking fees that apply to students desiring to park on campus please visit the Parking and Transportation website (https://www.utep.edu/parking-and-transportation/parking/student-permits.html).

Accessible Exempt Parking

Disabled Veterans, Congressional Medal of Honor Recipients, Former Prisoners of War, Pearl Harbor Survivors, and Purple Heart Recipients whose vehicles display the special license plates issued by the State of Texas or applicable state of issuance are exempt from payment of the fees at paid short-term surface metered parking. These individuals are exempt from the payment of the fees, upon proper registration with Parking and Transportation Services, for any University surface parking permit for which they are otherwise eligible, in accordance with State law. This privilege applies to the veteran only and not anyone else driving the vehicle. This parking privilege does not apply to (1) a parking space or area located in a controlled access parking facility if at least 50 percent of the number of parking spaces or areas designated specifically for persons with physical disabilities on the property of the institution of higher education are located outside a controlled access parking facility; (2) an area temporarily designated for a special event parking; or (3) an area where parking is temporarily prohibited for health or safety concerns.

Methods of Payment

Cash, check, MasterCard, VISA, American Express, and Discover will be accepted for payment of tuition and fees. The University offers the two following payment methods during long semesters (fall and spring) only.

1. Full payment of tuition, mandatory fees and incidental fees at the time of registration.
2. Twenty percent (20%) payment of tuition, mandatory and incidental fees at the time of registration, with the remaining balance due in Four (4) equal installments by the 15th of each month.

Items for which payment CAN be deferred under Method 2 include the following:

- Tuition
- Mandatory Fees (Library Fee, Student Services Fee, Student Union Fee, Health Center Fee, International Studies Fee, Technology Fee, Recreational Fee)
- Incidental Fees (Course-related Fees (such as Equipment Fees), Supplemental Fee for Fine Arts, Major Fees)
- Discretionary Fee (Health Insurance)
- Optional Fee (Parking Decal Fee)

Items for which payment CANNOT be deferred include the following:

- Student General Property Deposit
- Discretionary Fee (Liability Insurance)
- Amounts due for financial holds or from previous periods
- Optional Incidental Fees (such as Late Registration, Add/Drop, Installment Tuition Handling Fees, etc.)

The following additional policies will apply to deferral of payments:

1. All student account balances due from previous semesters, including items associated with deferred payment, must be paid in full before a student can begin registration for a subsequent semester.
2. A payment plan selected at the time of registration will be binding and will be applied to any subsequent add/drop activities; however, pre-payment of outstanding balances will be accepted. The University shall assess the Installment Tuition Handling Fee of $20.00 to students choosing Method 2; this charge is payable at the time of registration. An Installment Tuition Delinquency Fee of $15.00 will be assessed at the end of the sixth and eleventh week of classes if the payment due for that period is not paid in full.
3. The Office of Student Business Services will send e-mail notifications as appropriate to students paying tuition and fees under Method 2.
4. The student's tuition and fees assessment will be based upon the courses for which a student is enrolled on the official census date, which is the twelfth (12th) class day in a long semester. No reduction in amounts due will be made after this date, except for students who officially withdraw up to the end of the refund period as indicated in the *Class Schedule.* Further, the student is obligated to pay the assessed amounts whether or not class attendance is subsequently interrupted or terminated.
5. A student who fails to provide full payment of tuition and fees, including any late fees assessed, to the University when the payments are due is subject to one or more of the following:
   a. A bar against registration at the institution.
   b. All penalties and actions authorized by law.

Refund of Tuition and Fees

Refund policies are established by, and are subject to change by, the Legislature of the State of Texas and are applicable to withdrawals and dropped courses. Refunds of tuition, general fees, and student services fees will be made under the following conditions.

Refund Policy (In accordance with Texas Education Code 54.006)

Complete Withdrawal (by Parts of Term)

Refunding of applicable tuition and fees for complete withdrawals (by parts of term) will be made under the following conditions:

- **Parts of Term 10 weeks or longer:** Prior to the first class day 100%. During the first five class days 80%. During the second five class days 70%. During the third five class days 50%. During the fourth five class days 25%. After the fourth five class days No Refund.
- **Parts of Term 5 weeks but fewer than 10 weeks:** Prior to the first class day 100%. During the first, second, or third class day 80%. During the fourth, fifth, or sixth class day 50%. Seventh day of class and thereafter No Refund.
- **Parts of Term 5 weeks or fewer:** Prior to the first class day 100%. During the first class day 80%. During the second class day 50%. During the third class day and thereafter No Refund.

UTEP will refund tuition, fees, and charges paid by a sponsor, donor, or scholarship back to the source rather than directly to the student who has withdrawn, if the funds were made available through the institution.

Note: The percentage of refund is based on the total tuition, and mandatory and incidental fees assessed, not on the amount paid. Unless the student withdraws completely from school prior to the first official class day, the student is responsible for a percentage of total tuition and mandatory and incidental fees assessed. Students should contact the Student Business Services Office at sbs.utep.edu or 915.747.5116 with any questions.

Dropped Course(s) - ***Drop refers to dropping course(s) and still being enrolled in at least one other class during same part of term.***

- Refund policies are established by, and are subject to change by, the Legislature of the State of Texas and are applicable to dropped course(s).
- Refund of applicable tuition and fees will be made for course(s) from which students drops course by census day (first twelve (12) class days of a long semester or corresponding class days for shorter period for a summer session term.

Census Date is defined as the 12th class day for Fall or Spring semesters and Summer terms of 10 weeks or longer; the fourth class day for terms of more than five weeks, but less than 10 weeks. For terms of five weeks or less, please refer to the official registration calendar online (https://asap.utsa.edu/terms.htm) for the specific semester in which the drop occurs.

Note: Percentage of refund is based on the total tuition and mandatory and incidental fees assessed, not on the amount paid. Unless the student withdraws completely from school prior to the first official class day, the student is responsible for a percentage of total tuition and mandatory and incidental fees assessed. Students should contact the Student Business Services Office at sbs.utep.edu or 915.747.5116 with any questions.

Return of Title IV Aid (R2T4) Policy

As an institution participating in programs under Title IV of the Higher Education Act of 1965 as amended (Act), The University of Texas at El Paso is required to refund unearned tuition, fees, room and board, and other charges to certain students attending the institution for the first time who have received a grant, a loan, or work assistance under Title IV of the Act, or whose parents have received a loan on their behalf under 20 *United States Code*, Section 1087-2. The refund is required if the student does not register for, withdraws from, or otherwise fails to complete the period of enrollment for which the financial assistance was intended. No refund is required if the student withdraws after a point in time that is sixty percent of the period of enrollment for which the charges were assessed. A refund of tuition, fees, room and board, and other charges will be determined for students who withdraw prior to this time. The refund is the larger of the amount provided for in Section 54.006, Texas Education Code or a pro rate refund calculated pursuant to Section 484B of the Act. If the student charges were paid by Title IV funds, a portion or all of the refund will be returned to these programs.

How a withdrawal affects financial aid

Federal regulations require Title IV financial aid funds to be awarded under the assumption that a student will attend the institution for the entire period in which federal assistance was awarded. When a student withdraws from all courses for any reason, including medical withdrawals, he/she may no longer be eligible for the full amount of Title IV funds that he/she was originally scheduled to receive. The return of funds is based upon the premise that students earn their financial aid in proportion to the amount of time in which they are enrolled. A pro-rated schedule is used to determine the amount of federal student aid funds he/she will have earned at the time of the withdrawal. Thus, a student who withdraws in the first month of classes has earned less of his/her financial aid than a student who withdraws in the seventh week. Once 60% of the semester is completed, a student is considered to have earned all of his/her financial aid and will not be required to return any funds.

For example, if you completed 35% of your payment period or period of enrollment, you earn 35% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

Federal law requires schools to calculate how much federal financial aid a student has earned if that student:

- completely withdraws, or
- stops attending before completing the semester, or
- does not complete all modules (courses which are not scheduled for the entire semester or payment period for which he/she has registered at the time those modules began).

Based on this calculation, University of Texas at El Paso (UTEP) students who receive federal financial aid and do no complete their classes during a semester or term could be responsible for repaying a portion of the aid they received. Students who do not begin attendance must repay all financial aid disbursed for the term.

The Title IV programs that are covered by this regulation are:

Federal Pell Grants Teacher Education Assistance for College and Higher Education (TEACH) Grants, Stafford Loans, Parent Loan for Undergraduate, Students (PLUS) Loans, Graduate PLUS Loans, Federal Supplemental, Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

For more information contact the Office of Student Financial Aid.

Return of Title IV Aid (R2T4) Policy

I. Purpose

The Return of Title IV policy is to establish the processes for returning federal funds for students who completely withdraw from the institution and/or withdraw from all courses in a given period of enrollment. As defined by the U.S. Department of Education, these students must have a Return of Title IV Funds (R2T4) calculation performed to determine the percentage of aid earned based on the amount of time the student was enrolled at the Institution.

II. Institutional and Student Responsibilities

The University of Texas at El Paso (UTEP)'s responsibilities in regards to the Return of Title IV funds:

1. To provide each student with the information in this policy;
2. To identify students affected by this policy and completing the Return of Title IV Funds (R2T4) calculation;
3. To inform the student of the result of the R2T4 calculation and any balance owed to the University of Texas at El Paso (UTEP) as a result of a required return of funds;
4. To return any unearned Title IV aid that is due to the Title IV programs and, if applicable, notifying the borrower's holder of federal loan funds of the student's withdrawal date;
5. To notify student and/or PLUS loan borrower of eligibility for a Post#Withdrawal Disbursement, if applicable.

Student's responsibilities in regards to the Return of Title IV funds:

1. Becoming familiar with the Return of Title IV Funds (R2T4) policy and how withdrawing from all courses affects eligibility for Title IV aid;
2. Resolving any outstanding balance owed to the University of Texas at El Paso (UTEP) resulting from a required return of unearned Title IV aid;
3. Resolving any repayment to the U.S. Department of Education as a result of an overpayment of Title IV grant funds.

III. Withdrawals and Financial Aid

Federal Financial Aid (Title IV aid) is awarded under the assumption that a student will remain in attendance for the entire period of enrollment for which aid was awarded. When a student withdraws from all courses, regardless of the reason, the student may no longer be eligible for the full amount of the federal financial aid originally awarded. Instead, the student will only be eligible to keep a portion of the federal financial aid the student received for that term (semester).

Therefore, students who receive federal financial aid and who do not remain in attendance through the end of the term could be responsible for repaying a portion of the financial aid originally received.

Federal regulations require a recalculation of financial aid eligibility if a student:

- Completely withdraws from all classes;
- Stops attending before the semester’s end;
- Does not complete all parts of term (modules) in which the student is enrolled as of the start date of the period of enrollment; or
- Fails to earn a passing grade in any class

Note: UTEP’s institutional tuition refund policy is separate from the federal R2T4 regulations to return unearned aid. Even though a student may receive a tuition/fee refund from UTEP, the student may still be required to return unearned financial aid to the U.S. Department of Education.

IV. How to Calculate Earned Aid

Students who receive federal financial aid must remain in their registered classes to “earn” the aid they originally received. The amount of federal aid earned is based on a pro-rated formula. Students who withdraw or do not complete all classes in which they were enrolled may be required to return some of the aid originally awarded to the student.

Institutions, in accordance with federal regulation 34 CFR 668.22, are required to determine the percentage of federal aid “earned” and return the “unearned” portion to the appropriate federal aid programs.The following explains the formula used to determine the percentage of unearned aid to be returned to the federal government:

- The percent earned is equal to the number of calendar days completed up to the student’s withdrawal date divided by the total number of calendar days in the period of enrollment.
- Breaks of 5 days or more are not included in the count of total days in the period of enrollment.

This calculation must be performed within 30 days of the date the school determines that a student has completely withdrawn. The institution must return the unearned funds within 45 days of the calculation.

When calculating the percentage the student completed in the period of enrollment, if a student attended more than 60% of the period of enrollment, the student is considered to have earned 100% of the Title IV When calculating the percentage the student completed in the period of enrollment, if

a student attended more than 60% of the period of enrollment, the student is considered to have earned 100% of the Title IV funds the student was scheduled to receive during that period.

Institutional Charges

The institutional charges used in the calculation are the charges initially assessed the student's account for the period of enrollment. Initial charges may only be adjusted by those changes the institution made prior to the student's withdrawal. The items to be included in the institutional charges for the period of enrollment include:

- Tuition
- Mandatory fees
- Course fees
- Special instruction fees
- Room and board (if contracted within the school)

The charges excluded from institutional charges for the period of enrollment include, but are not limited to:

- Parking permits
- Library fees
- Late payment fees
- Student refunds
- Meal plans
- ID card replacement fee
- Emergency Payment Plan fee
- Payment Plan fee
- Emergency Book Loan fee
- Housing damage
- Housing lock fee
- Housing deposit

V. Students Enrolled in Parts of Term (Modules)

For students that may be enrolled in multiple parts of terms, UTEP will combine all courses to form a period of enrollment. The R2T4 is calculated based on the parts of terms within the enrollment period.

A student is considered withdrawn if the student does not complete all of the days in the period of enrollment that the student was scheduled to complete. For example, if a student is enrolled in a Summer I course and a Summer II course, the student's period of enrollment is from the date Summer I begins to the last date of Summer II. If the student completes Summer I and does not attend the Summer II course, the student will be considered a complete withdrawal. UTEP will track enrollment in each part of term to determine if the student began enrollment in all scheduled courses.

If a student withdraws from a course in a later part of term while still attending a current part of term, the student is not considered as withdrawn based on not attending the later part of term. However, a recalculation of aid based on the change in enrollment status may be required.

Students who provide written confirmation to the Office of Student Financial Aid (OSFA) at the time of ceasing attendance in a part of term that they plan to attend another course later in the same payment period are not considered to have withdrawn from the term. Note: Written confirmation of a later class is required; registration alone does not meet this requirement. If the student does not provide written confirmation of plans to return to school later in the same payment period or term, UTEP considers the student to have withdrawn and begins the R2T4 process. However, if the student does return to UTEP in the same term, even if they did not provide written confirmation of plans to do so, the student is not considered to have withdrawn and is eligible to receive the Title IV funds for which the student was eligible before ceasing attendance.

VI. When a Student Fails to Begin Attendance

Students who do not begin attendance in their scheduled classes are not eligible for federal financial aid and must repay all aid originally received. If the student does not pay the funds owed to UTEP, a financial hold is placed on the student's account by Student Business Services. This means he/she will not be permitted to register for classes until the amount owed to UTEP is paid in full.

VII. Official Withdrawals

a) Reporting

Each week, on Monday, an automated report is generated and sent to the Financial Aid Compliance Manager and to the Financial Aid Information Analyst. The report is used to identify those students whom have officially withdrawn from all of their Title IV eligible courses in the period of enrollment. The Financial Aid Compliance Manager is the primary specialist for all R2T4's.

b) Students Withdrawing Prior to Census

A student may add and/or remove courses before the census date. During this period, the OSFA will adjust the student's financial aid according to the student's new enrollment status in the period of enrollment.

VIII. Official Withdrawals

1. The student submits a completed Withdrawal Form to the Registration and Records Office at UTEP.
2. The Registration and Records Office will update Banner to reflect the type of withdrawal (prior to census, after census, administrative withdrawal, military, etc.) and will enter the date of the withdrawal.
3. UTEP's OSFA will complete an R2T4 calculation to determine the amount of federal financial aid the student earned.
4. UTEP's OSFA will return funds to the federal programs, in the order according to federal regulations, on the student's behalf and the return will reflect as a charge on the student's UTEP account.
5. OSFA will send an e-mail notification to the student's UTEP e-mail address indicating the outcome of the R2T4 calculation including additional information regarding repayment.
6. The student is responsible for any and all UTEP charges resulting from an R2T4 calculation.

IX. Unofficial Withdrawals

The University of Texas at El Paso is not required to take attendance. Therefore, if the student has not earned a passing grade in any class and the OSFA is unable to determine the last date of attendance, the OSFA will use the 50% point of the period of enrollment as the withdrawal date.

a) Reporting

At the end of the main part of term (semester) and after grades are officially posted, a report is created to identify those students whom did not earn a passing grade. This report will include the following grades N, F, W, F*, NC, WC, I, I*, U*, U, WF. The report is sent to the Financial Aid Compliance Manager and the Financial Aid Information Analyst.

b) Earned F Grade vs Stopped Attending F Grade

For students who received one or more F grades, the SHATCKN Banner screen will be reviewed to identify if the student earned the F grade, if the student stopped attending or never attended.

- If at least one F grade is listed as "EF" (student earned F), the OSFA will not complete an R2T4 calculation because the faculty member confirmed the student attended until the last day of class to earn the F grade.
- If one or more F grades are listed as "SA" (student stopped attending) and there are no earned F's or any passing grades, the OSFA will consider the student as an unofficial withdrawal because the student did not successfully complete at least one course in the period of enrollment. OSFA will use the 50% point as the withdrawal date for these students.
- If one or more F grades are listed as "NA" (student never attended), the OSFA will recalculate the student's awards prior to completing the R2T4 calculation.
- If all F grades are listed as NA (student never attended), the OSFA will return all aid at 100% since the student never began classes.

If a student has a "stopped attending" F grade but completed more than 50% of the period of enrollment, the student may submit to OSFA, ocumentation pertaining to an academically related activity to use as the withdrawal date. An academically related activity may include, but is not limited to, taking a test or exam, attending a class lecture; completing an academic assignment, paper, or project; or participating in an online discussion. Any academically related activity must be signed off by the instructor prior to submitting the documentation to the OSFA in order to be accepted.

Documentation that is not acceptable as proof of participation self#certification of attendance that is not supported by school documentation, living in UTEP housing, participating in the school's meal plan, or participating in academic counseling or advising.

X. Order of Return to Federal Aid Programs

UTEP must return Title IV funds to the financial aid programs from which the student received aid during the payment period or period of enrollment, in the following order, up to the net amount disbursed from each source:

1. Federal Direct Unsubsidized Loan
2. Federal Direct Subsidized Loan
3. Federal Perkins Loan
4. Federal Direct PLUS Loan
5. Federal Pell Grant
6. Federal Supplemental Educational Opportunity Grant (FSEOG)
7. Teacher Education Assistance for College and Higher Education (TEACH) Grant
8. Iraq and Afghanistan Service Grant

XI. Loan Repayment Information

The loan grace period begins on the withdrawal date from the school or when a student ceases to be enrolled at least half-time. If the student does not re-enroll as a half-time student within 6 months of withdrawal or less than half-time enrollment, the loan(s) enters repayment. The promissory note signed by the borrower outlines the repayment obligations. The student should contact his/her loan servicer to make repayment arrangements.

XII. Post-Withdrawal Disbursements (PWD)

A post-withdrawal disbursement may be required if the total amount of the Title IV aid earned as of the withdrawal date is more than the amount that was disbursed to the student.. To be eligible to receive a post-withdrawal disbursement, students must have a complete financial aid file (verification completed and all tracking requirements satisfied) and meet all eligibility requirements.

a) Grant PWD

Grants from a PWD may be credited to the student's school account without obtaining student permission. However, it may only be credited for tuition, fees, and room and board (if the student contracts with the school) or disbursed directly to the student. UTEP must obtain the student's authorization to credit a student's school account for charges other than current charges.

b) Loan PWD

The University must obtain confirmation from the student, or from a parent for a Direct Parent PLUS Loan, before making any disbursement of loan funds. Also, for a Direct Loan, the institution must have originated the loan prior to the withdrawal.

XIII. Consequences of Non-Repayment

Students who owe the U.S. Department of Education for an overpayment of Title IV funds are not eligible for any additional federal financial aid until the overpayment is paid in full or payment arrangements have been made with the U.S. Department of Education.

Students who owe UTEP because of an R2T4 calculation will be placed on a financial hold by Student Business Services. Students will not be allowed to register for subsequent semesters until the balance is paid in full or until payment arrangements have been made with Student Business Services.

In addition, at the time the R2T4 calculation is completed, if the student received Federal Direct Loans, the OSFA will notify students of the federal Loan Exit Counseling requirements.

XIV. Future Eligibility

A withdrawal may affect a student's completion rate. Please refer to the OSFA's Satisfactory Academic Progress (SAP) Policy for additional information.

XV. R2T4 Deadlines

a) Withdrawal date of determination without notification:

- **30 days** after the end of the term

b) Return of unearned Title IV funds:

- No later than **45 days** after the date the OSFA determines the student withdrew

c) Post-withdrawal disbursement for outstanding current allowable charges:

- No later than **180 days** after the date the OSFA determines the student withdrew

d) Written notification to students to accept PWD for loans:

- Within **30 days** of the school's determination that the student withdrew

e) Post-withdrawal disbursement to the student:

- From the date school determined student withdrew:
  - Loans - No later than **180 days**, and
  - Grants - No later than **45 days**

XVI. Quality Assurance

All official and unofficial R2T4's will be subject to review for accuracy by management.

NOTE: This policy is subject to immediate revision based on any changes made to federal laws and regulations. If changes are made, the student will be held to the most current regulations.

Tuition and Fees Exemption Summary

This information is provided in summary form. For more information contact Student Business Services and/or refer to **Texas Education Code § 54.201, et seq. *(*http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54201*)***

Description	Eligibility	Exempted Charges*
**Accredited School Scholarship (permissive) Texas Education Code, § 54.301 (http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54.301 (http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54301))	Highest ranking graduate of an accredited Texas high school	Tuition during first two semesters (long session) following graduation
Adopted Children formerly in foster or other Residential Care Texas Education Code, § 54.367 (http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54.367 (http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54367))	• For individuals who were adopted; and • Were subject of an adoption assistance agreement under Texas Family Code Subchapter D, Chapter 162 (http://www.statutes.legis.state.tx.us/Docs/FA/htm/FA.162.htm), that provided monthly payments and medical assistance benefits and was not limited to providing only for the reimbursement of nonrecurring expenses	Tuition and Fees
Blind and Deaf Students Texas Education Code, § 54.364 (http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54.364 (http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54364))	• A blind disabled person, or a person whose sense of hearing is nonfunctional • Must be a Texas resident	• Tuition • Required Fees • General Property Deposit
Children of Disabled/Deceased Texas Firefighters and Law Enforcement Officers Texas Education Code, § 54.351 (http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54.351 (http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54351))	• For children under 21 years of age (or 22 if the student was eligible to participate in special education under Texas Education Code, § 29.003 (http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.29.htm#29.003 (http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.29.htm#29003))) of disabled full-paid or volunteer firefighters, full-paid municipal, county, state peace officers, custodians of the Department of Criminal Justice, or game wardens • Disability/death occurred in the line of duty	• Tuition • Required Fees not to exceed 120 undergraduate credit hours or any semester begun after age 26
Children of Prisoners of War or Persons Missing in Action Texas Education Code, § 54.343 (http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54.343 (http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54343))	• A person under the age of 21 or a dependent person under 25 years of age who receives majority of support from parent • Parent is a resident of Texas on active duty military and classified by Department of Defense as a Prisoner of War or Missing in Action at time of the student#s registration	• Tuition • Required Fees

Children of Professional Nursing Program Faculty Texas Education Code, § 54.355 (http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54.355 (http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54355))	• For children whose parent is a faculty member or teaching assistant in a nursing program in Texas • Age is 25 years or younger • Texas resident • Has not previously received a baccalaureate degree • Has not previously received an exemption under this section for 10 semesters or summer sessions • Exemption applies only at institution that employs the parent/faculty member	Tuition (prorated if parent is not full-time)
Children and Spouse of Texas Veterans Texas Education Code, § 54.341 (http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54.341 (http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54341))	MIA, whose death is documented to be directly caused by illness or injury related to service in the U.S. armed forces, or who become totally disabled for purposes of employability according to the U.S. Department of Veterans Affairs' disability rating as a result of a service-related injury • For children or the spouse of members of the Texas National Guard who after January 1, 1946, were killed while on active duty or became totally disabled for purposes of employability according to the U.S. Department of Veterans Affairs' disability rating as a result of a service-related injury • Texas resident who resided in the state at least 12 months immediately preceding date of registration • A child is a person who is 25 or younger on the first day of the semester for which the exemption is claimed.	Tuition Fees (excluding general deposit fees, student services fees, and any charges for lodging, board, or clothing) **NOT TO EXCEED 150 CREDIT HOURS**
**Concurrent Enrollment–High School/University Credit (permissive) Texas Education Code, § 54.216 (http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54.216 (http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54216))	Individuals enrolled in a course that provides simultaneously course credit towards (1) high school academic requirements; and (2) a degree offered by the institution	All or part of tuition and fees
**Disabled Peace Officers permissive) Texas Education Code, § 54.352 (http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54.352 (http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54352))	• Texas resident who has resided in Texas for 12 months immediately preceding registration • Permanently disabled as a result of injury sustained in performance of duties as Texas peace officer • Unable to continue duties as peace officer	• Tuition • Fees excluding class and laboratory fees **NOT TO EXCEED 12 SEMESTERS IN UNDERGRADUATE PROGRAM**
**Distance/Off-Campus Learning (permissive) Texas Education Code, § 54.218 (http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54.218 (http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54218))	Student enrolled only in distance learning courses or other off-campus courses	Fees for activities, services or facilities that the student cannot reasonably be expected to use

Economic Hardship Texas Education Code, § 54.262 (http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54.262 (http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54262))	When payment of fee causes undue economic hardship; number of exceptions limited to five percent (5%) of total enrollment	General Fee
Educational Aides (permissive) Texas Education Code § 54.363 (http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54.363 (http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54363))	• School employee who worked as an educational aide for at least one year during the five (5) years preceding the semester of the exemption • Establish financial need • Pursuing teacher certification (individuals receiving this exemption for the first time beginning fall 2012 must be pursuing teacher certification in at least one subject area determined by the TEA to be experiencing a critical shortage of teachers) • Maintain acceptable GPA • Resident of Texas	• Tuition • Fees, excluding class and laboratory fees *Due to Legislative funding cuts, this exemption is not available for the 2011-12 and 2012-13 academic years. Institutions wishing to provide this exemption may do so through the use of local funds.
Firefighters enrolled in Fire Science Courses Texas Education Code § 54.3631 (http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54.3631 (http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#543631))	• are employed by a political subdivision of Texas as a firefighter; or are currently and have been for at least one year, an active member of an organized volunteer fire department in Texas, as defined by the fire fighters' pension commissioner, who holds appropriate levels of certification as specified in the statute; and • are enrolled in course offered as a part of fire science curriculum	• Laboratory Fees
Students Under Conservatorship of Department of Family and Protective Services Texas Education Code, § 54.366 (http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54.366 (http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54366))	• For individuals under the conservatorship of the Department of Protective and Regulatory Services on the day preceding the individual#s 18th birthday, on or after the day of the student#s 14th birthday if the student was eligible for adoption on or after that day, or on the day the student received a high school diploma or equivalent, or during an academic term in which the student was enrolled in a dual credit course • Enrolls in an institution of higher education (including a dual credit course) no later than his or her 25th birthday	• Tuition • Required Fees
**Fully Funded Courses (permissive) Texas Education Code § 54.217 (http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54.217 (http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54217))	Individuals enrolled in courses that are fully funded by federal or other sources	Tuition and Fees for particular course

**Good Neighbor Scholarship (permissive) Texas Education Code, § 54.331 (http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54.331 (http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54331))	A limited number (as prescribed by the Coordinating Board) of native-born citizens and residents from nations of the Western Hemisphere other than the United States	Tuition
Interinstitutional Academic Programs (Permissive) Texas Education Code, § 54.368 (http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54.368 (http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54368))	Individuals taking a course at an institution under an interinstitutional academic program agreement, but who is enrolled primarily at another institution	• Tuition • Required Fees
Members of State Military Forces Texas Education Code, § 54.345 (http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54.345 (http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54345))	Individual certified by the adjunct general of the state military forces as having been awarded assistance for tuition and fees under Texas Government Code § 431.090	• Tuition not to exceed 12 semester credit hours charged at the Texas resident rate • Mandatory Fees for any semester in which the tuition exemption is received
Nursing Preceptors and their Children Texas Education Code, § 54.356 (http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54.356 (http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54356))	• Texas resident • Registered nurse • Serving under contract as a clinical preceptor OR • A child 25 years or younger whose parent meets the criteria above, has not previously received a baccalaureate degree, and has not previously received an exemption under this section for 10 semesters or summer sessions	$500 off tuition per semester
Prisoners of War Texas Education Code, § 54.342 (http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54.219 (http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54219))	• Is a resident of Texas and was a resident of Texas at the time of original entry into the U.S. armed forces • Was first classified as a POW on or after January 1, 1999 • Is enrolled for at least 12 semester credit hours	• Tuition and Required Fees • Student Housing and Food Contract Costs • Textbook Costs **NOT TO EXCEED 120 HOURS**
**Senior citizen (permissive) Texas Education Code, § 54.365 (http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54.365 (http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54365))	Individuals 65 years of age or older on space-available basis	Tuition **NOT TO EXCEED 6 CREDIT HOURS PER SEMESTER** Tuition

Surviving Spouse and Minor Children of Certain Police, Security or Emergency Personnel Killed in the Line of Public Duty Texas Education Code, § 54.354 (http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54.354 (http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54354))	• For the surviving spouse or children of certain public peace officers, probation officers, parole officers, jailers, police reservists, fire fighters, and emergency medical personnel, Texas Gov#t Code § 615.003 (http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.615.htm#615.003 (http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.615.htm#615003)) • Death occurred in the line of duty as a result of a risk inherent in the duty • Must be enrolled full-time	• Tuition and Fees • Student Housing and Food Contract Cost • Textbook Costs **NOT TO EXCEED BACHELOR#S DEGREE OR 200 HOURS**
TANF Students (Permissive) Texas Education Code § 54.212 (http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54.212 (http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54212))	• For students who during the student#s last year of public high school in this state, was a dependent child receiving financial assistance under Chapter 31, Texas Human Resources Code (http://www.statutes.legis.state.tx.us/Docs/HR/htm/HR.31.htm), for not less than six months • Successfully completed the attendance requirements under Texas Education Code § 25.085 (http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.25.htm#25.085 (http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.25.htm#25085)) • Younger than 22 years of age on the date of enrollment • Enrolls at the institution as an undergraduate student not later than the second anniversary of the date of graduation from a public high school in this state • Has met the entrance examination requirements of the institution before the date of enrollment • Must be a Texas resident	• Tuition • Fees **NOT TO EXCEED FIRST ACADEMIC YEAR** *Due to Legislative funding cuts, this exemption is not available for the 2011-12 and 2012-13 academic years. Institutions wishing to provide this exemption may do so through the use of local funds.
Texas Ex-Servicemen Texas Education Code, § 54.341 (http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54.341 (http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54341))	• Declared Texas as the person's home of record or would have been a resident of Texas under Subchapter B at the time of entry • Served in U.S. armed forces in World War II, Korean Conflict, the Cold War, Vietnam, renada era, Lebanon, Panama, Persian Gulf, and/or the national emergency related to 9/11/2001 • Honorably discharged • Not eligible for federal education benefits	• Tuition • Fees (excluding general deposit fees, student services fees, and any charges for lodging, board, or clothing) • Other required charges **NOT TO EXCEED 150 CREDIT HOURS** (assignment of unused hours to children under 25 years of age may be authorized by the veteran or following the death of an eligible veteran)

* Required Fees are those required as a condition of enrollment. They do not include room, board, books, transportation, lab fees, or other course specific fees or optional fees.

** Must have Regental approval.

A person may continue to receive the exemption or waiver for a subsequent semester or term only if the person: (1) as a graduate or undergraduate student, maintains a grade point average that satisfies the requirement for making satisfactory academic progress towards a degree or certificate in accordance with policy regarding eligibility for financial aid. A student must maintain at least a 2.00 GPA if pursuing an undergraduate degree, and a 3.00 GPA if pursuing an undergraduate degree, and a 3.00 GPA if pursuing a graduate degree. For more information, please visit the Financial Aid section of this catalog.

Tuition Limit in Cases of Concurrent Enrollment

When a student registers at more than one public institution of higher education at the same time, tuition charges shall be determined in the following manner (*Texas Education* Code, section 54.011):

1. The student shall pay the full tuition charge to the first institution at which the is student is registered; and in any event the student shall pay an amount at least equal to the minimum tuition specified in this code.
2. If the minimum tuition specified in this code for the first institution at which the student is registered is equal to or greater than the minimum tuition specified in this code for the second institution at which the student is registered concurrently, the student shall not be required to pay the specified minimum tuition charge to the second institution in addition to the tuition charge paid to the first institution, but shall pay only the hourly rates, as provided in this code, to the second institution.
3. If the minimum tuition specified in this code for the first institution at which the student is registered is less than the specified minimum tuition charge at the second institution (that is, if the second institution has a higher minimum tuition charge specified in this code), then the student shall first register at the institution having the lower minimum tuition and shall pay to the second institution only the amount equal to the difference between the student's total tuition charge at the second institution and the student's total tuition charge at the first institution, but in no case shall the student pay to the second institution less than the hourly rates as provided in this code.
4. If a student is considered to be a Texas resident and therefore qualified to pay Texas resident tuition rates by one institution at which the student is registered, the student shall be considered a Texas resident at each of the institutions at which the student is concurrently registered for the purposes of determining the proper tuition charges. Nothing in this subsection shall be so construed as to allow a nonresident to pay resident tuition except at institutions covered by Section 54.231 of this code.

Tuition Rebates and Other Assistance for Certain Baccalaureate Recipients

The Texas Legislature has authorized a $1,000 tuition rebate for students who complete baccalaureate degrees with no more than three credits in excess of those required for their degrees. The purpose of the program is to provide a financial incentive for students to prepare for university studies while completing their high school work, to avail themselves of academic counseling, make early career decisions, and complete their baccalaureate studies with as few courses outside the degree plan as possible. Minimizing the number of courses taken by a student results in financial savings to students, parents, and the state.

The Texas Education Code, Section §54.0065, authorizes UTEP to provide a tuition rebate to students who:

1. Enrolled at UTEP for the first time in the fall semester of 1997 or later.
2. Have requested a rebate for semester credit hours achieved toward their first baccalaureate degree.
3. Have been a Texas resident at all times while pursuing the baccalaureate degree;
4. If enrolled for the first time in fall 2005 or later, graduate within four calendar years with a four-year degree or within five calendar years with a five-year degree (if the degree is in architecture, engineering, or any other program determined by the Board to require more than four years to complete).
5. Have attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree in the catalog under which they graduated. Hours attempted include transfer credits, course credit earned exclusively by examination (except that, for the purposes of this 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 UTEP to be totally beyond the control of the student shall not be counted.
6. Have applied for rebates prior to receiving their baccalaureate degrees.

Teaching Certificates

For purposes of the $1,000 tuition rebate, regarding 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.

Tuition Rebates

Tuition rebates shall be reduced by the amount of any outstanding student loan, including an emergency loan, owed to or guaranteed by the state, including the Texas Guaranteed Student Loan Corporation.

For more details about the Tuition Rebate Program, eligibility, and responsibilities, students should contact the Registration and Records Office, Academic Services Building, Room 123 915.747.5544. Further information on the Tuition Rebate Program can be found at www.thecb.state.tx.us/rules/13/13F.htm (http://www.thecb.state.tx.us/rules/13/13F.htm) and www.capitol.state.tx.us (http://www.capitol.state.tx.us/).

Texas Higher Education Coordinating Board Tuition Assistance Opportunities

The Texas Education Coordinating Board administers various tuition assistance programs including programs for teachers and vocational nursing students. Further information about these programs may be obtained by viewing *Title 19, Chapter 22 of the Texas Administrative Code*, (https://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC/?tac_view=2&ti=19) or by visiting the Office of Financial Aid.

Tuition Limit in Cases of Concurrent Enrollment

When a student registers at more than one public institution of higher education at the same time, tuition charges shall be determined in the following manner (*Texas Education Code,* section 54.011):

1. The student shall pay the full tuition charge to the first institution at which the is student is registered; and in any event the student shall pay an amount at least equal to the minimum tuition specified in this code.
2. If the minimum tuition specified in this code for the first institution at which the student is registered is equal to or greater than the minimum tuition specified in this code for the second institution at which the student is registered concurrently, the student shall not be required to pay the specified minimum tuition charge to the second institution in addition to the tuition charge paid to the first institution, but shall pay only the hourly rates, as provided in this code, to the second institution.
3. If the minimum tuition specified in this code for the first institution at which the student is registered is less than the specified minimum tuition charge at the second institution (that is, if the second institution has a higher minimum tuition charge specified in this code), then the student shall first register at the institution having the lower minimum tuition and shall pay to the second institution only the amount equal to the difference between the student's total tuition charge at the second institution and the student's total tuition charge at the first institution, but in no case shall the student pay to the second institution less than the hourly rates as provided in this code.
4. If a student is considered to be a Texas resident and therefore qualified to pay Texas resident tuition rates by one institution at which the student is registered, the student shall be considered a Texas resident at each of the institutions at which the student is concurrently registered for the purposes of determining the proper tuition charges. Nothing in this subsection shall be so construed as to allow a nonresident to pay resident tuition except at institutions covered by Section 54.231 of this code.

General Debts of Students or Organizations

The University is not responsible for any debts contracted by individual students or by student organizations. The University will not assume the role of collection agency for any organization, firm, or individual to which students owe money, nor will the University adjudicate disputes between students and creditors over the existence or amounts of debts.

Debts Owed to the University

In the event of non-payment of debts owed to the University, one or more of the following actions may be taken by the University:

- The student can be barred from registration.
- The student's grades and official transcripts can be withheld.
- A degree to which the student might otherwise be entitled can be withheld.
- Delinquent accounts will be referred to a collection agency and credit bureau.
- Other penalties and actions authorized by law can be exercised.

Returned Checks

A student who pays the University a check, draft, or money order for services or goods which is not subsequently honored by the payer's bank and the fault is not that of the bank, and who does not pay the University the amount due within ten (10) class days after the receipt of written notice that the bank has refused payment, can be subject to disciplinary action. A student who pays tuition and fees with a check, draft, or money order which is not subsequently honored by payor's bank, the fault not being that of the bank, can be withdrawn from the University for non-payment of tuition and fees if the student fails to pay the University the check amount due plus a $30.00 returned check fee within ten (10) class days after receiving written notice and the student's check will be referred to the County Attorney for collection. All check writers whose check is returned will be assessed a $30.00 fee for each check not honored by payor's bank. This assessment is subject to change without notice.

Tuition Set Aside

In accordance with Texas Education Code, Section 56.014 (Notice to Students Regarding Tuition Set Aside for Financial Assistance), Resident Students will be emailed a notification, each semester in which they are enrolled, and informed of the amount of their tuition that will be set aside by The University of Texas at El Paso for need-based financial assistance programs. Authority for these mandatory set asides is found in Texas Education Code, Sections 56.011, 56.012, 56.095, & 56.465.

No action from students is needed in response to the notification as the communication is for informational purposes only. For questions regarding this matter, please contact Student Business Services at (915) 747-5116 or (915) 747-5105.