TUITION, FEES AND DEPOSITS

Residency for Tuition
A student entering The University of Texas of the Permian Basin for the first time, or a student reentering the University after an absence of one year or more, should read carefully the rules governing the determination of residence in order to be prepared to pay the required tuition. Information and advice regarding residency status are available from the Residence Determination Official (Registrar). Texas Education Codes 56.011 & 56.012 requires higher education institutions to set aside a portion of designated tuition for financial aid. The portion set aside for this purpose will be listed on the Statement of Student Accounts (tuition bill).

Under state statutes and Texas Higher Education Coordinating Board rules and regulations interpreting those statutes, Title 19, Chapter 21, a prospective student is classified as a resident of Texas, a nonresident, or an international student. A person who has resided in the state under circumstances specified in these rules is eligible for classification as a resident.

A citizen, a national, or a permanent resident of the United States not eligible to be classified as a resident is classified as a nonresident student. An alien who is not a permanent resident of the United States and has not been permitted by Congress to adopt the United States as a domicile while in this country is classified as an international student.

An individual classified as a nonresident or as an international student may qualify, under certain exceptions specified in these rules, for resident tuition rates and other charges while continuing to be classified as a nonresident or an international student. Students may access the Texas Higher Education Coordinating Board’s rules at the following web site: www.thecb.state.tx.us/cbrules

For further information on reclassification or Residency issues please see Registration section subsection Residency Reclassification page 48.

Reclassification for Tuition purposes
A student has a right to apply for reclassification of Residency for tuition purposes after a continuous 12 month period of living in Texas. A nonresident student may be reclassified as a resident if employment or personal factors or actions are indisputably indicating a permanent intention to reside in the state. Students are required to apply with the Residence Determination official in the Office of the Registrar. For further information on reclassification please see Registration section subsection Residency Reclassification page 48.

Responsibility of Student
If there is any question as to residence status it is the student’s responsibility, 30 days prior to registration, to raise the question with the administrative officials of the institution in which he or she is enrolling for official determination. Students classified as Texas residents must affirm the correctness of that classification as a part of the registration procedure. If the student’s classification as a resident becomes inappropriate for any reason, it is the responsibility of the student to notify the proper administrative officials at the institution. Failure to notify the institution constitutes a violation of the oath of residency and may result in disciplinary action.

Exemptions and Waiver Programs
Students who do not qualify for in-state may have the opportunity for state available exemption and waiver programs. Students are advised to seek information about these programs with the office of accounting. Student requesting to be reclassified as Texas resident status may contact the Residency determination official (Registrar).
Exemption programs for Tuition and Fees

| Admitted Students Formerly in Foster or Other Residential Care |
| Blind/Deaf Student Exemption Program |
| Children of Disabled or Deceased Firemen, Peace Officers, Game Wardens, and Employees of Correctional Institutions |
| Early High School Graduation Scholarship: On or after 9/01/05-Prior to 9/01/05 |
| Exemption Program for Children of Professional Nursing Program Faculty and Staff |
| Exemption for Clinical Preceptor and Their Children |
| Exemption for the Surviving Spouse and Dependent Children of Certain Deceased Public Servants (Employees) |
| Firefighters Taking Fire Science Courses |
| Foster Care Program |
| Military: Children and Spouse of U.S. Military who are Missing in Action or Prisoners of War (MIA/POWs) |
| Military: Exemptions for Texas Veterans (Hazlewood Exemption) |
| Military: Orphans of Texas Members of the U.S. Armed Forces or National Guard |
| Military: Texas National Guard Tuition Assistance Program |
| Senior Citizen, 65 or Older, Free Tuition for 6 Credit Hours |

Specific details about these exemptions can be found at the www.Collegefortexans.com website. If you have any questions about whether you qualify for these exemptions you may contact the Registrar (Residency Determination Official) at 432-552-2635.

Waiver Programs- for Tuition and Fees

<table>
<thead>
<tr>
<th>*DESCRIPTION</th>
<th>**ELIGIBILITY</th>
<th>***Waiver for</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competitive Scholarship Texas Education Code §54.064</td>
<td>• Nonresident or international students who are recipients of a competitive academic scholarship in the amount of $1,000 or more awarded for the academic year or the summer term by U. T. Permian Basin may pay the in-state tuition rate</td>
<td>Authorization of Texas resident tuition rate (based on the $1,000 scholarship on to all students both resident and non-resident)</td>
</tr>
<tr>
<td>Teaching/Research Assistant, Texas Education Code §54.063</td>
<td>• Teaching assistant or research assistant of any institution of higher education and their spouse and children are entitled to pay Texas resident tuition rates. TA or RA must be employed at least 50% time in a teaching or research position which relates to the assistant's degree program.</td>
<td>Authorization of Texas resident tuition rate</td>
</tr>
</tbody>
</table>
| Military and Family stationed in Texas, Texas Education Code §54.058 | • Allows military personnel assigned to duty in Texas (Spouse and dependents) to pay Texas resident tuition rates
• If a veteran or service member is eligible for benefits under the federal Post-9/11 Veterans Educational Assistance Act of 2008 or any other federal law authorizing educational benefits for veterans, then the | Authorization of Texas resident tuition rate |
<table>
<thead>
<tr>
<th>Non-resident Faculty and Dependents, <strong>Texas Education Code §54.059</strong></th>
<th><strong>Teachers and professors employed at a Texas state institution of higher education and their spouse and children who register in an institution of higher education are entitled to pay Texas resident tuition rates. The employee must be employed at least one-half time on a regular monthly salary basis by a Texas state institution of higher education.</strong></th>
<th>Authorization of Texas resident tuition rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good Neighbor Scholarship <strong>Texas Education Code §54.207</strong></td>
<td><strong>Waives tuition for limited number of native born students from other nations of American hemisphere and certain Latin American countries. A competitive award which applies only to the semesters for which the student is selected for the award by the Coordinating Board.</strong></td>
<td>Tuition</td>
</tr>
<tr>
<td>Bordering State, <strong>Texas Education Code §54.060</strong></td>
<td><strong>Entitles student to reduction of non-Texas resident tuition rate. Student pays Texas resident tuition rate plus $30 per semester credit hour in addition to all other appropriate fees and charges. Available to undergraduates only Eligibility based on institution’s geographic location and the existence of underutilized space on the campus</strong></td>
<td>Authorizes Texas resident tuition rates /Additional tuition $30/hour</td>
</tr>
<tr>
<td>Bordering State- Adjacent County to Texas, <strong>Texas Education Code §54.061</strong></td>
<td><strong>Would entitle students a reduction of non-Texas resident tuition rate for student within 100 mile radius from Texas teaching institutions (PENDING LEGISLATIVE ACTION)</strong></td>
<td>AS OF SUMMER 2006 WAIVER PROGRAM IS NOT AVAILABLE TO NEW STUDENTS (Authorization of Texas resident Tuition rate)</td>
</tr>
</tbody>
</table>

*This information is provided in summary form. For more information contact the Office of Accounting at (432) 552-2706 and/or refer to Texas Education Code Section 54.201, et seq.*

**Must have Regental approval.**

***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.*
Refund of Tuition and Fees for Students Withdrawing from the University or Reducing Course Load

Upon completing a withdrawal form and submission to the Registrar, the percent of tuition refund will be determined. Refund amounts for withdrawals are based on the total number of hours in which a student is enrolled at the date of withdrawal. Students withdrawing will be refunded appropriate tuition and fees as follows:

Long Semesters

1. Prior to first class day .......................................................... 100%
   (Less a $15 matriculation fee)
2. During the first 5 class days.............................................. 80%
3. During the second 5 class days........................................... 70%
4. During the third 5 class days ............................................. 50%
5. During the fourth 5 class days ......................................... 25%
6. After the fourth 5 class days ............................................. NONE

Summer Session

1. Prior to the first class day .................................................. 100%
   (Less a $15 matriculation fee)
2. During the first, second or third class day .......................... 80%
3. During the fourth, fifth or sixth class day ....................... 50%
4. After the sixth class day .................................................. NONE

First time students receiving federal aid under Title IV of the Higher Education Act of 1965 will be entitled to a refund of the higher of: (1) the refund required by applicable state law; (2) the refund required by the accrediting agency; or (3) the pro rata refund as prescribed by federal law.

Texas Tuition Rebate

In the Spring of 1997, the Texas Legislature passed Senate Bill 1907 which provides a $1,000 rebate of a portion of the undergraduate tuition paid by certain students. These students are those Texas residents who are awarded a baccalaureate degree and have attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree, including transfer credit and course credit earned exclusively by examination. The statute contains further detail on who is qualified and directs the Texas Higher Education Coordinating Board to adopt rules for the administration of the rebate. Students who believe they may qualify for this rebate should ask the Registrar’s Office for further information.

Notification

Student will be given a bill, via printed format or via online format of tuition charges. This will include the amount of his/her tuition payment that is required to be set aside to provide financial assistance for the students enrolled at the institution.

Payment of Tuition and Fees

Tuition charges at Texas state universities are established by state law. The State of Texas 78th Legislature allowed the Board of Regents of the University of Texas System to set designated tuition rates. The State of Texas Legislature does not set the specific amount of any particular student fee. Student fees assessed are authorized by state statute; however, the specific fee amounts and the determination to increase fees are made by the University administration and the University Of Texas System Board Of Regents. All other fees at the University of Texas of the Permian Basin are fixed within statutory limitations set by the Board of Regents. All tuition and fees are subject to change by the State of Texas Legislature or Board of Regents without notice. Tuition and fees at the University of Texas of the Permian Basin are subject to change in adherence with acts of the State of Texas Legislature and/or policies of the Board of Regents.

Students are not entitled to enter a class or laboratory until their fees and deposits have been paid. Students are expected to pay all tuition and fees at the time of registration or have an approved financial aid program arranged
by the Financial Aid Office prior to registration. Payment may be made by cash, check, credit card, or money order. Check, money order, and credit card (VISA, MasterCard, and Discover) payments will be accepted subject to final collection by the University’s bank. All checks must be drawn on U. S. banks in U. S. dollars. When a check is returned to the University, a $25.00 service charge is assessed. If the returned check was for tuition, the student’s registration will be cancelled.

Section 54.007 of the Texas Education Code authorizes the Board of Regents of The University of Texas System to provide for the payment of tuition and mandatory fees during the fall and spring semesters through the following alternatives:

1. Full payment of tuition and fees in advance of the beginning of the semester; or
2. Payment in installments under payment plan options that require the first payment to be made in advance of the beginning of the semester and the final payment to be made before the last day of the semester.

There will be a $25 incidental fee assessed if the installment payment option is used and a $10 late fee. A student who fails to provide full payment of tuition and fees, including late fees assessed, to the University when the payments are due, is subject to one or more of the following actions at the University’s option:

1. Prohibition from registering for classes until full payment is made;
2. Withholding of grades, degree and official transcript; and loss of credit for work completed that semester;
3. All penalties and actions authorized by law;
4. Referral of debt to a collection agency.

All policies regarding the payment or refunding of tuition, fees and charges are approved by the Board of Regents of The University of Texas System and comply with and are subject to change by applicable state statutes. If a person desires clarification of any matter relating to payment or refund of such charges, or believes special circumstances warrant exceptions to the published policy, the Registrar or the Office of Accounting should be contacted.

Changes to tuition and fees

Tuition and fees are subject to change by legislative or regional action and become effective on the date enacted. The Texas Legislature does not set the specific amount for any particular student fee. The student fees assessed above are authorized by state statute; however, the specific fee amounts and the determination to increase fees are made by the university administration and The University of Texas System Board of Regents.

Excess hours

As authorized by state law, a student who pays resident tuition rates and who attempts hours that exceed a designated limit will be charged a higher tuition rate of $325 per semester credit hour or nonresident tuition rates. The designated limit for a student who initially enrolled in an institution of higher education in Fall 1999 through Summer 2006 is 45 credit hours beyond the required hours for the student’s declared degree program. The designated limit for a student who initially enrolled in an institution of higher education in Fall 2006 or later is 30 credit hours beyond the hours required for completion of the student’s degree program, or for doctoral students, 100 semester credit hours beyond the hours required for completion.

The following semester credit hours are not included in the calculation:

- 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 Education Code, § 51.931;
- hours earned by the student before receiving a baccalaureate degree that has previously been awarded to the student;
- hours earned by the student by examination or similar method without registering for a course.
- hours from remedial and developmental courses, workforce education courses, or other courses that would not generate academic credit that could be applied to a degree at the institution if the course work is within the 27-hour limit at two-year colleges and the 18-hour limit at general academic institutions;
- hours earned by the student at a private institution or an out-of-state institution; and
- hours not eligible for formula funding.

For more information contact the Registrar Office at (432) 552-2635

**Three-peat charge**
A student whose hours may no longer be submitted for formula funding because it is the same or substantially similar to a course that the student previously attempted for two or more times at The University of Texas of the Permian Basin will be charged a higher tuition rate of $417 per semester credit hour or nonresident tuition rates.

### Summary Descriptions of Required Tuition and Fees

<table>
<thead>
<tr>
<th>Name of/Classification</th>
<th>Residency</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UNDERGRADUATE</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In-State</td>
<td>Resident</td>
<td>$159.25/sch</td>
<td>Set by Legislature and Board of Regents (Texas Education Code 54.0512 and 54.0513)</td>
</tr>
<tr>
<td>New Mexico</td>
<td>Non-Resident</td>
<td>$189.25/sch</td>
<td>Set by Texas Higher Education County Not adjacent to Texas Coordinating Board per Statutory Requirement</td>
</tr>
<tr>
<td>New Mexico</td>
<td>Non-Resident</td>
<td>$159.25/sch</td>
<td>Set by Texas Higher Education County adjacent to Texas (adjacent county waiver program) Coordinating Board per Statutory Requirement.</td>
</tr>
<tr>
<td>Out-of-State</td>
<td>Non-Resident</td>
<td>$469.25/sch</td>
<td>Set by Texas Higher Education Coordinating Board per Statutory Requirement.</td>
</tr>
<tr>
<td><strong>GRADUATE</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In-state</td>
<td>Resident</td>
<td>$181.25/sch</td>
<td>Governing board may set at twice statutory rates for undergraduate programs</td>
</tr>
<tr>
<td>New Mexico</td>
<td>Resident</td>
<td>$477.25/sch</td>
<td>Set by Texas Higher Education Coordinating Board per Statutory Requirement.</td>
</tr>
<tr>
<td>New Mexico</td>
<td>Non-Resident</td>
<td>$181.25/sch</td>
<td>Set by Texas Higher Education County adjacent to Texas (adjacent county waiver program) Coordinating Board per Statutory Requirement.</td>
</tr>
<tr>
<td>Out-of-State</td>
<td>Non-Resident</td>
<td>$425/sch</td>
<td>Set by Texas Higher Education Coordinating Board per Statutory Requirement.</td>
</tr>
</tbody>
</table>

**REQUIRED FEES:**
Advising Fee  All Students  $10/semester  A non-refundable, compulsory fee to defray costs of student advising.

Athletic Fee  All Students  $12/sch  A fee to support the intercollegiate athletics program

Technology Fee  All Students  $5/sch  A fee for support of student technology needs and applications.

Library Service Fee  All Students  $3/sch  A compulsory fee to fund an increase in direct services to students including online access to academic indexes and electronic library services.

Energy Fee  All Students  $3.40/sch  A fee to defray energy costs

Matriculation  All Students  $15/semester  A non-refundable fee will be withheld from tuition refunds if a student withdraws before the first day of class

Medical Service Fee  All Students  $13.30/semester  A compulsory fee to provide $5/summer medical services for students at the contract facility with a $10 co-pay

Orientation  All Students  $35  A non-refundable, one time, compulsory fee to defray Transfer/orientation costs

Student Services Fee  All Students  $13.50/sch  A compulsory fee to fund student services and operations and use of facilities and activities; governing board may set at a rate up to the statutory tuition for resident undergraduate students- Max $250

Student Union Fee  All Students  $35/semester  A fee to finance, construct, operate, maintain, and improve the Student Union Building

Student Multi-Purpose Center Fee  All Students  $150/semester  A fee to finance, construct, operate, and maintain a Student Multi-Purpose Center Fee

INCIDENTAL FEES:

Audit Fee  Students desiring to audit  $35/sch of course plus lab fee  To defray costs incurred in scheduling non-participants in scheduled classes.

Credit by Examination  Students desiring credit by exam  $40/class  To defray cost of processing credit by examination

Student ID Fee  All Students  $10/student ID  A fee to defray the cost for the student identification card.
For specific services such as late registration, library fines, microfilming fees, bad check charges, application. Mandatory charges for certain laboratory courses; may not be less than $5/semester or more than $30/semester and must not exceed the cost of actual materials and supplies used by a student. Charges in addition to regular tuition for students registered in art, architecture, drama, speech, or music where individual coaching or instruction is the usual method of instruction.

**Laboratory Fees:**
- Variety
- All Students
- Variable

**Supplemental Fees:**
- Variety
- All Students
- Variable

**Voluntary Fees:** Variety Students desiring the specific service may include such items as parking fees, yearbooks, and a locker fee.

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**LIST OF FEES:**

**Add/Drop Fee.** To defray costs incurred when a student adds or drops a course or courses, a $5 per transaction fee will be assessed.

**Advising Fee.** To defray costs of student advising, a charge of $10 per student per semester will be assessed. **THIS IS A NON-REFUNDABLE FEE.**

**Athletic Fee.** To support the intercollegiate athletics program, a $12 per semester credit hour fee will be assessed.

**Audit Fee.** To defray administrative costs incurred in scheduling non-credit participants in scheduled classes, a $35 per credit hour of class without a lab and a class with a lab will be assessed the same amount plus the lab fee.

**Book Locker Fee.** Students using book lockers will be charged a fee of $20 per year, $14 per semester, or $11 for the summer session.

**Book Locker Key Replacement Fee.** To defray costs of key & lock replacement, a $15 fee will be charged for book locker key replacement.

**Computer Printing Services Fee.** Students will be assessed $1.00 for each additional page after the first 10 pages to defray the costs of duplicating letter quality documents produced by students served by the Programs Assisting Student Study (PASS) Office.
Credit by Examination Fee. To defray cost of processing credit by examination, a $40 fee will be charged.

Distance Education Fee. To defray the costs associated with providing materials, services and instructional support for Distance Education courses, a $55 per credit hour will be charged.

Duplicate Fee Receipt. To defray costs of printing duplicate copies of fee receipts except for purposes of I.D. cards and parking permit verification, a $1 fee will be charged.

Education Seminar Course Fee. To defray costs of a diagnostic test kit, a $25 fee will be charged.

Education Field-Based Instruction Fee. A $10 per course fee will be charged to recover travel costs in certain field-based educational courses.

Education Internship Fee. Student interns are assessed a $50 fee to cover administrative and travel expenses associated with providing supervision for teaching internships in Education 4692.

Education Internship: Diagnostician Course Fee. To defray costs of a diagnostic test kit, a $25 fee will be charged.

Education Learning Theory and Assessment Course Fee. To defray costs of a diagnostic test kit, a $25 fee will be charged.

Education Practicum: Reading Course Fee. To defray costs of a diagnostic test kit, a $25 fee will be charged.

Education Reading Diagnostic/Remediation Course Fee. To defray costs of diagnostic tests, a $25 fee will be charged.

Education Student Teaching Course Fee. Students enrolled in Student Teaching, Education 4099 and Education 4399, are assessed a $65 fee to defray the costs of providing cooperating teachers for supervision of student teachers.

Fax Fee. A charge of $5 per page will be assessed to defray administrative costs of faxing student documents from the Registrar’s Office.

Geology Field Course Fee. A $650 fee will be charged for the GEOL 4600 Field Geology course.

Health Insurance Fee. International students holding nonimmigrant visas and living in the United States will be assessed a fee to defray costs of mandatory insurance. The rate will be variable to match the premium for the approved U. T. System student insurance plan. The fee will be waived where the student provides satisfactory evidence of approved comprehensive health insurance, as outlined by Regents Rule 50402. Students should contact the Office of Admissions for more information.

In Absentia Fee. The fee for in absentia registration is $25.00. The fee is assessed to those students who need to register in the University for the purpose of having a degree conferred, but not for courses. No refund is made for the cancellation of an in absentia registration. For more information regarding the in absentia fee, see “Undergraduate and Graduate Degree Requirements.”

Installment Tuition Fees. To cover costs related to providing the installment payment option. The Tuition Handling Fee is $25 per academic term; The Tuition Delinquency Fee is $10 per delinquent payment.
Laboratory Fees. There are a variety of mandatory charges for certain laboratory courses; they may not be less than $1 per semester nor more than $30 per semester and must not exceed the cost of actual materials and supplies used by a student.

Late Registration Fee. Any student who, with proper permission, registers after the scheduled registration in that semester will be required to pay a special charge of $15 to defray costs associated with keeping registration open after published times.

Library Fees. The following fees are to cover library operational costs associated with the processing, storage and purchase of lost or damaged books or books returned after the due date and with search, copy, and interlibrary loans. To cover library costs for the purchase of equipment, furniture and technology dealing with library resource management and costs of other library operations.

The late fee and processing fee are non-refundable.

Printer Cards: Cards of various denominations. Starting at $1 at a rate of $.05/page.

Damaged Book: $7.50 if the book can be repaired.

Cost of book plus $15 processing fee if the book cannot be repaired.

$50 plus $15 processing fee if the book cannot be replaced.

Info Express $5 per item +.15 per page over 50 pages.

(Document Delivery) $10 per item +.25 per page over 25 pages

Interlibrary Loan: $1.50 computer charge plus supplier and handling costs; $5/Rush

Library Fax: $1/ + .20 per page over 3 pages (Domestic)

$5/ + full cost of all telecommunication and other charges (International).

Lost Book: Replacement cost plus $15 processing fee.

$50 plus $15 processing fee if book volume cannot be replaced.

$25 per item for materials from the curriculum collection plus $15 processing fee.

$125 per item for reference volumes plus $15 processing fee.

$100 per microform volume equivalent plus $15 replacement fee.

Replacement fee will be credited automatically when an overdue item is returned in good condition.
Overdue Charges:

- **General Check Out:** $0.25/day/item
- **Interlibrary Loan:** $1/day on overdue materials
- **Recalled Books:** $1/day
- **Reserve Books:** $0.25/hour

**Video/Non-Print**

- **Media:** $1/day
- **Thesis and Book:** $7.50 plus any additional costs required for binding
- **Binding:** Special binding such as pocket part, tipping of maps, etc. to a maximum of $15.
- **Transparency:** $0.50 black/white, $2/color

**Library Service Fee.** A compulsory fee for all students in the amount of $3 per semester credit hour to fund an increase in direct services to students including on-line access to academic indexes and electronic library services.

**Matriculation Fee.** A fee for all students in the amount of $15 per semester will be withheld from tuition if a student withdraws before the first day of class. This is a nonrefundable fee.

**Medical Service Fee.** A compulsory fee for all students to provide medical services for students at the contract facility with a $10 co-pay.

- **Fall and Spring Semester:** $13.30
- **Summer Semester:** $5.00

**Orientation Fee.** A compulsory fee for all students of $75, which provides a new student orientation prior to registration. **THIS IS A NONREFUNDABLE FEE.**

**Parking Permit Fees.** Students will register their cars in a single payment for the entire school year or the balance of the school year in which they register, whichever is applicable. The school year is August 15 through August 14. The following fees will be charged:

- **Passenger vehicles and trucks:** $45 per year
- **Additional Parking Permit Fee:** $7
- **Two-wheel vehicles (motorcycles, scooters, motorbikes):** $45 per year

**Contingent on Board of Regents approval the rates may be increased.**
Enforcement Fees

Parking Violations: $10-$35 for each offense; depending on type of offense

Moving and non-moving violations: $30-$100/each

Failure to pay an assessed fee within 10 calendar days of receiving the citation will result in a $3.00 late charge.

**Fees are subject to change**

Placement Services Fee. Students will be charged $20 for the establishment of each placement file and $16 for the second set of 10 copies to defray the costs of compiling, maintaining, and mailing student placement files.

Property Deposit. A $20 property deposit shall be collected from each student. The deposit shall be returned on the withdrawal or graduation of the student who so requests, less any loss, damage, or breakage caused by the student. Any deposit which remains without call for a refund for a period of four years from last attendance shall be forfeited.

Returned checks. A service charge of $25 will be assessed for each returned check.

Student Identification Card. All students will be charged a $10.00 service fee per student identification card as approved by The University of Texas System Board of Regents. This is not a purchase fee. The student I. D. Card is the property of U. T. Permian Basin and return may be required upon the student’s withdrawal from the University, when it has been put to fraudulent use, or at other times determined appropriate by administrative officers of the University.

Student Services Fee. The Student Services fee is compulsory for all students. The amount charged is $13.50 per semester credit hour. The maximum Student Services fee per semester is $250.00. Students who register for the summer session are charged on the same basis as students registered during the regular academic year. The fee provides funding for extracurricular activities and events designed to augment student life at U. T. Permian Basin and reservation privileges at the gymnasium.

Students registered in absentia are not eligible to participate in student services and programs unless the regular fees are paid. The Student Handbook publishes the available programs, activities and services that the fee provides. This handbook is available at registration or from the Office of Student Life.

Refund of the Student Services fee to students withdrawing is made on the same basis as refund of the registration and tuition fees.

The Board of Regents may set the fee at a rate up to $250/semester for resident undergraduate students.

Student Union Fee. To finance, construct, operate, maintain, and improve a Student Union Building, a fee of $35 per student, per semester will be charged.

Supplemental Fees. These include a variety of fees charged in addition to regular tuition for students registered in art, architecture, drama, speech, or music where individual coaching or instruction is the usual method of instruction.

Teacher Certification Credentials Fee. A $10 fee will be charged to cover the costs of evaluating student credentials for state teacher certification.

Teacher Certification Deficiency Plan Fee. A $30 fee per student will be charged to defray the cost of preparation of deficiency plans.
**Test Administration Fee.** To defray administrative costs in the Programs Assisting Student Studies (PASS) Office, a fee of $10 per test will be charged. *(This does not include the cost of the test.)*

**Cost of tests:**

- College Level Examination Program Fee ($44)
- Quick Texas Academic Skills Program (THEA)
- Fee – Non-Students ($10)
- Scholastic Aptitude Test (SAT) (Institutional Administration) ($30)

**Theatre Appreciation Course Fee.** A $25 per student fee will be assessed to defray the costs of theatre attendance required for students enrolled in DRAM 2301.

**Transcript Fee.** There is a transcript charge of $7 for each University transcript ordered to defray costs of retrieving, duplicating, and mailing transcripts. Additional Fees for Faxing processing and Express delivery charges may incur.

**Voluntary Fees.** Variety of fees for students desiring a specific service which may include such items as parking fees, yearbooks, locker fees, and intercollegiate athletics passes.

**Concurrent enrollment.** Section 54.011 of the Texas Education Code provides for the following tuition procedure for students registering concurrently at two Texas public institutions of higher education:

1. The student shall pay the full tuition charge to the first institution at which the 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 subdivision shall be so construed as to allow a nonresident to pay resident tuition except at institutions covered by Section 54.231.

**Institutional Eligibility Requirements**

The University of Texas of the Permian Basin has a current Eligibility and Certification Approval Report (ECAR) on file.

For Graduate Students UTPB is approved to participate in the following financial aid programs:
- Federal Direct Unsubsidized Loans
- Federal Work Study
Program Eligibility

All of the academic programs listed in the University Catalog that lead to the completion of a bachelor’s or master’s degree are eligible for Title IV funds. These programs have been approved by, the University, the UT Board of Regents, and the Texas Higher Education Coordinating Board. As long as a student is enrolled in one of these programs they can receive Title IV funds.

It is the responsibility of the Office of Financial Aid to determine that a student is actually enrolled in a program that qualifies for Title IV funds. This is done before any funds are awarded or disbursed. All programs are measured by credit hours on a semester basis. The Registrar’s Office is responsible for making sure that all classes taught meet the appropriate guidelines for duration and contact hours as set by the Texas Higher Education Coordinating Board. The academic calendar is set by the Registrar’s Office and printed both in the University Catalog and in the corresponding semester schedule. At the completion of a program the Registrar’s Office is responsible for awarding the appropriate degree. To earn a degree, a student must meet all of the criteria listed in the University Catalog, as well as have the approval of their academic advisor and department chair. The Faculty Senate must recommend the student be allowed to graduate and the President confers the degree to the student.

Ineligible Programs

These programs are ineligible for Title IV aid:
- Continuing education courses have not been approved for academic credit and are therefore not eligible
- Post baccalaureate students who are non-degree seeking and not seeking teacher certification

General Title IV Student Eligibility Requirements

To be considered a student eligible to receive Title IV funds, they must:
- Be enrolled as a regular student in an eligible program
- Meet one of the following academic criteria:
  - Have a high school diploma or its recognized equivalent (e.g., a GED);
  - Have a passing score on an approved ability-to-benefit test;
- Be enrolled in an eligible institution that participates in a state process approved by the Secretary.
- Have a valid Social Security Number with the Social Security Administration, if required
- Be a U.S. citizen or eligible noncitizen
- Be registered with Selective Service, if required
- Not be in default on a Title IV loan or, if in default, have made satisfactory repayment arrangements with the loan holder
- Have not obtained loan amounts that exceed annual or aggregate loan limits made under any Title IV loan program
- Not be liable for an overpayment of a Title IV grant or Federal Perkins Loan or, if liable, have made satisfactory repayment arrangements with the holder of the debt
- Be making satisfactory academic progress (SAP)
- Not have property which is subject to a judgment lien for a debt owed to the U.S. or, if subject to a judgment lien, have made satisfactory repayment arrangements with the debt holder
- Not have been convicted of an offense involving the possession or sale of illegal drugs that occurred while the student was enrolled and receiving Title IV aid
- Have completed repayment of funds to either ED or the holder of a loan, as applicable, if the student has been convicted of, or pled nolo contendere or guilty to, a crime involving fraud in obtaining Title IV aid

*Six semester credit hours constitute a full-time semester load for graduate students who are admitted to and enrolled in an accelerated online program, taking classes in eight week terms. For all other graduate students, nine
semester credit hours constitute a full-time semester load. The maximum course load for graduate students is 15 semester credit hours in a fall or spring semester or 6 semester credit hours in a six week summer term.

**Graduate students enrolled in the accelerated 8 week online class may be eligible to receive a reduced amount of loans for being enrolled in one 3 credit hours class per semester. Please contact Financial Aid for more information at (432) 552-2620.

**Federal Direct Loan (Unsubsidized)**

Once a student earns their first Bachelor’s degree they are no longer eligible to receive Federal Pell Grant or Federal Direct Subsidized Loans. Graduate Students are only eligible to receive Federal unsubsidized loans are. This means that the borrower begins paying interest on the loan at the time the loan is made. In most cases, the principal can be deferred during enrollment periods. Unsubsidized loans can be used to meet the Expected Family Contribution (EFC) calculated in the FAFSA need analysis.

Eligibility: There are several criteria that a student must meet to be eligible to receive loans.
1. Must complete a FAFSA
2. Must be enrolled in 6 hours at the time the loans are to be transmitted**
3. Must be registered in an approved program
4. Must not be in loan default
5. Not have exceeded their annual or aggregate loan limits
6. Meet SAP

Loans are packaged automatically to all students who qualify. If the student wishes to receive their additional unsubsidized amounts, they must come to the Office of Financial Aid and request them.

**Accepting Loans: A student can accept all, some, or none of their loans. If a student wishes to accept their loans and have them applied to their bill, they must complete the loan acceptance process.**

The loan acceptance process is as follows:
1. Student completes entrance counseling, every year, at studentloans.gov
2. Student completes a Master Promissory Note (MPN), every ten years, at studentloans.gov
3. Student accepts awarded loan acceptance thorough campus connect under the accept/decline aid tab

Students who are first time borrowers must wait 30 days from the first day of class to receive their first disbursement.

In the Fall semester, students who intend to enroll in both the Fall and Spring semesters will get one disbursement in the Fall and one disbursement in the Spring.

Students enrolled in the 8 week accelerated classes only, or who accept a loan in one semester at a time, will get their first disbursement at the beginning of the semester and their second disbursement at the 60% mark of the semester.

Once the Loan Officer has verified the student is eligible for a loan, they will initiate the disbursement process.

**Refusal to Originate a Loan:** The Director of Financial Aid can refuse to originate a loan or reduce the amount of a loan on a case-by-case basis, and only in extreme situations where adequate documentation can be collected. The primary reason for such action would be that the Director has proof that the student has no intention of ever repaying the loan.

**Over Awards, Refunds, and Returns:** The Office of Financial Aid attempts to catch an over award before a refund check is sent to the student but sometimes this is not possible. In the instance of an over award, the student will be required to pay back the funds. If when the loan funds are applied to a student’s account, a refund occurs, the refund will be sent to the student.
If a loan has been originated, and before it is transmitted to the student, the student drops to less than half time status, the loan will be cancelled and the student will not receive it.

**Reporting:** Loan amounts are reported to COD, through EDE Express.

**Disbursement Letters:** Disbursement letters inform the student of when loans will be disbursed, as well as informing them that they do not have to accept their loans and they can return their loans if they fill out a loan cancellation form within 14 days of receiving their disbursement letter.

**TEACH Grant**

The TEACH Grant program is a non-need based grant program that provides up to $4,000 per year to students who are enrolled in an eligible program and who agree to teach in a high-need field, at a low income elementary or secondary school as a highly qualified teacher, for at least four years within eight years of completing the program for which the TEACH Grant is awarded.

The student must sign an Agreement to Serve (ATS), and complete entrance counseling each award year prior to receiving a TEACH Grant.

If the student fails to meet the requirements of the service agreement, the TEACH Grant will be treated as a Direct Unsubsidized loan, and the student must repay the TEACH funds, with interest accrued from the date of disbursement.

The TEACH Grant award amounts are similar to Pell awards in that there is a Scheduled Award, which is the maximum that a full time student would earn for a year, and an Annual Award, which is the amount a student would receive by enrolling for a year in an enrollment status.

*Award amounts per year*

- Full-time (9 or more hrs)............................................. $3760
- 1/2-time (6-8hrs)................................................$1880
- Less-than-1/2-time.(less than 6hrs).............................$940

A student may receive up to $16,000 in TEACH grants for undergraduate and post-baccalaureate study, and up to $8,000 for a TEACH-eligible master’s degree program.

**Packaging:** TEACH Grant is packaged if the student comes to the Office of Financial Aid and requests to receive them. Once the student requests TEACH Grant funds:

- Their entrance counseling and ATS are checked for completion.
- The student’s GPA is also checked, the minimum standard for GPA is 3.25.
- The student’s major and certification type is checked. They must be completing a high needs certification.
- If these are complete, the TEACH Grant is packaged to the student based on their enrollment status.

TEACH Grant has a yearly limit of $4,000. If a student has not received the full amount, they are eligible to receive funds in the summer, but they must request them.

Students who receive the TEACH Grant are sent a loan disbursement letter stating that they can choose to return the funds if they do so within 14 days of receiving the letter.

**UTPB Book Voucher/Book Loans**

Financial aid disbursements generally occur after the census date to minimize the number of students who get refunds that are not eligible for them. Because of this, UTPB offers book vouchers and book loans for students. The function of a book voucher/loan is to allow the student to put the cost of their books, and other supplies, on their bills so that their financial aid can cover the cost.
Students who have financial aid are eligible for a book voucher. A book voucher is interest free and is processed in the Office of Financial Aid. Students who do not have any financial aid can take out a book loan. A book loans is charged interest. The Office of Accounting is responsible for informing the student of the interest charge.

**Definition of Disbursements & Disbursement Methods**

Financial aid funds are generally disbursed using this method

2. Office of Financial Aid disbursed the funds to the student’s account.
3. If the student’s account enters credit status, the Office of Accounting will process a residual check for the student within 14 business days.

It is the intention that financial aid will cover the student’s balance, however in certain instances it may be possible that the aid is applied, a refund issued, and additional charges are later put on the account. This happens most often with book vouchers and students adding additional courses. In these situations, the student will be required to pay their balance with their refund check.

Title IV funds are disbursed to students on a reimbursement method. Students are not penalized if their aid is delayed, but may be required to pay their balance and then receive reimbursement depending on the situation. The Office of Financial Aid cannot guarantee that a student will receive their aid if they do not have a completed FAFSA on file by July 15th for Fall or November 15th for Spring. Students who do not meet the priority deadline will have to pay their balances for the semester and then be reimbursed once their aid is awarded and disbursed.

**Disbursement Dates & Schedules**

Disbursement dates can be found in the appropriate semester schedule. The process is as follows:
1. 5 days before classes start, we begin processing all students who are enrolled
2. We begin processing the loans for all students on the census date based on the academic calendar
3. The goal is to have all possible aid disbursed by the 20th class day for all students who met the priority deadline.
4. After the 20th class day, we begin to disburse the awards of all students who did not meet the priority deadline.
5. Late disbursements are processed on a first come basis

**Satisfactory Academic Progress**

**Process Overview & Responsibilities**

Although state and national policy has established many objectives for student financial aid programs, one clear purpose is to fund only students who meet certain academic standards. Institutions are therefore required by law to formulate standards to gauge the progress of students receiving federal and state financial aid by applying both qualitative and quantitative measurements to academic work. A maximum time limit for the completion of a degree and a minimum grade point average (GPA) are used by the University to measure satisfactory academic progress. The qualitative standard of satisfactory academic progress is measured by the cumulative grade point average (CGPA) of courses taken at U. T. Permian Basin. To be making SAP Graduate students must maintain a 3.0GPA and a 75% completion rate. Funded hours are those semester credit hours which are counted in determining a student’s enrollment status for payment of financial aid. Courses in which a “W”, “D”, “F”, “U” or “Z” has been recorded may be repeated once and be included as funded hours for financial aid (i.e., in the 12+ hours for full-time enrollment). Repeated courses in which a grade of “C” or higher, “S” or “I” has been recorded will not be included as funded hours for financial aid. Audited courses cannot be funded with financial aid or counted in the progress requirements.

Student Academic Progress will be checked after each semester. Progress will be checked at the end of the fall semester. Students who are found to not be making progress either for qualitative or quantitative reasons will be put on Financial Aid Warning. Students with a warning status will not have their aid suspended and will be allowed to receive aid for one additional semester. At the end of the spring semester academic progress will be checked.
again. All students who are on Financial Aid Warning, and have not met the minimum requirements for academic progress will be put on financial aid suspension. These students will not be eligible to receive aid until they have successfully met the academic progress standards or successfully appealed their SAP.

Sample of total tuition and fee charges for a semester

Fall 2014

Institution: The University of Texas of the Permian Basin

The table can be used to estimate the full costs of one semester for Texas resident students. For undergraduates, the amounts are shown for 12 and 15 semester credit hours (SCH). For graduate students, the table gives amounts for 3 and 9 SCHs. If a student enrolls for a different number of hours, he or she may use the extra column to calculate those costs using the per semester credit hour charges for tuition and fees that are based on the number of hours of credit (see class schedule for details). Since the table shows only average charges for college and course related fees, a more precise total would have to be calculated by determining the actual fees for the student’s school or college and the courses for which the student has enrolled. Necessary information may be obtained from the Office of Accounting, the class schedule and/or UTPB’s Home page on the web at www.utpb.edu on the tuition and fee tables.

<table>
<thead>
<tr>
<th>Name of Charge</th>
<th>Undergraduate 12</th>
<th>Undergraduate 15</th>
<th>Graduate 3</th>
<th>Graduate 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident Tuition (1)</td>
<td>1911.00</td>
<td>2388.75</td>
<td>543.75</td>
<td>1631.25</td>
</tr>
<tr>
<td>Add: Required Fees</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Services Fees</td>
<td>162.00</td>
<td>202.50</td>
<td>40.50</td>
<td>121.50</td>
</tr>
<tr>
<td>Library Service Fee</td>
<td>36.00</td>
<td>45.00</td>
<td>9.00</td>
<td>27.00</td>
</tr>
<tr>
<td>Athletic Fee</td>
<td>144.00</td>
<td>180.00</td>
<td>36.00</td>
<td>108.00</td>
</tr>
<tr>
<td>Student Union Fee</td>
<td>35.00</td>
<td>35.00</td>
<td>35.00</td>
<td>35.00</td>
</tr>
<tr>
<td>Student Multi-Purpose Center</td>
<td>150.00</td>
<td>150.00</td>
<td>150.00</td>
<td>150.00</td>
</tr>
<tr>
<td>Advising Fee</td>
<td>10.00</td>
<td>10.00</td>
<td>10.00</td>
<td>10.00</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>60.00</td>
<td>75.00</td>
<td>15.00</td>
<td>45.00</td>
</tr>
<tr>
<td>Medical Service Fee</td>
<td>13.30</td>
<td>13.30</td>
<td>13.30</td>
<td>13.30</td>
</tr>
<tr>
<td>Energy Fee</td>
<td>40.80</td>
<td>5.00</td>
<td>10.20</td>
<td>30.60</td>
</tr>
<tr>
<td>Subtotal - Required Fees</td>
<td>2652.10</td>
<td>3150.55</td>
<td>862.75</td>
<td>2171.65</td>
</tr>
<tr>
<td>Add: Average for college and course related laboratory, incidental and supplemental fees and/or optional student services fees (3)</td>
<td>15.00</td>
<td>15.00</td>
<td>15.00</td>
<td>15.00</td>
</tr>
<tr>
<td>Total Charges (4)</td>
<td>2577.10</td>
<td>3165.55</td>
<td>877.75</td>
<td>2186.65</td>
</tr>
</tbody>
</table>

(1) At the time this catalog is going to print, tuition changes are under consideration by the State of Texas Legislature and the Board of Regents of the University of Texas System. Thus, actual tuition may change.

(2) Required fees, those charged to all students, may be based on semester credit hours or may be per semester.

(3) Averages only are given for college and course related fee charges (laboratory, incidental, supplemental/individual instruction fees) since charges vary according to academic program and courses; actual fees are published in the institutional catalog and/or other publications. A summary
description of these fees and the optional student services fees may be found in an attachment, the UTPB catalog and/or on UTPB’s website at www.utpb.edu.

(4) A one time, $20.00 property deposit is charged to all first time students. A onetime orientation fee of $35.00 for freshman students and $15.00 for transfer students is charged for providing a new student orientation prior to registration. These amounts are not included in the totals.

**Fees are subject to change**