

TUITION, FEES, CHARGES, AND DEPOSITS

CHANGES TO TUITION, FEE, AND CHARGE AMOUNTS

All tuition, fee, and charge amounts are subject to change by legislative action or by action of The University of Texas System Board of Regents. Changes will be effective upon the date of enactment and will be reflected in amounts charged. The Texas Legislature does not set the specific amount for any particular student fee. The student fees assessed in this chapter 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.

METHODS OF PAYMENT

Students are entitled to enter a class or laboratory only after payment of tuition, fees, and charges has been arranged using one of the alternatives discussed in this section. Once a payment option has been selected by the student at registration, no change in the payment plan will be allowed during the semester.

Full Payment

Under this option, the student makes full payment of all tuition, fees, and charges in advance of the beginning of the semester.

Tuition and Fees Short-term Loan

Under this option, the student applies for a short-term loan that accrues interest at the rate of 5 percent annually. The application is accessed online on *ASAP*. The student must provide an original signature on the promissory note before the loan is complete. The loan is limited to the total amount of tuition and fees assessed less any available financial aid. Students adding semester credit hours after signing the promissory note must reapply for an additional loan for the new balance.

Installment Program

Under the installment option, the student pays one-half of the tuition, eligible fees, and charges in advance of the beginning of the semester and one-fourth before the start of the sixth and 11th class weeks. There is a service charge of \$16 for this payment option.

A late fee of \$10 will be added to the student's bill if an installment payment is not made by the due date. A student who fails to make full payment before the end of the semester may not receive credit for the work done that semester and will not be allowed to register for future semesters until the delinquent amount is paid.

Not all fees are eligible for payment in installments. The fees for parking, installment, orientation, and the property deposit are not eligible for the installment payment program and must be paid in full on the initial billing.

Installment payments may be chosen only during Fall and Spring Semesters. If the student chooses to use the installment option, a promissory note must be completed and on file in the Fiscal Services Office before the registration process can be considered complete.

All financial aid will be applied to total tuition, fees, and charges before calculation of the payment plan. Partial installment payments will not be accepted; however, prepayment in full of an installment or of total installments will be accepted any time after registration.

Refunds from the add/drop process will be prorated for remaining installments. Additional fees and charges incurred from the add/drop process will be added to the balance due from registration, and the installment payments will be recalculated.

Students paying one-half or more (but less than payment in full) without choosing the Installment Program may be automatically placed on the Installment Program to avoid withdrawal for insufficient payment.

Accepted Forms of Payment

Payment may be made by credit card or personal check for the exact amount due, provided the bank transit number is encoded on the check in compliance with revised Federal Reserve Bank regulations. Students paying by check should include their Student ID number on the check. Payments made by mail must be postmarked four working days before the payment deadline. Students may pay by “e-check” or credit card on *ASAP* at www.utsa.edu. Students may not obtain cash by writing a check for a larger amount. Students who make their payment by credit card will be charged a 1.855% service charge for each transaction.

Effective with enrollment for Spring 2006, credit cards will no longer be accepted for payment at any of the Fiscal Services offices. Students and parents may continue to pay tuition and fees by check or money order in-person or through the mail, or through any of our online payment options on *ASAP*, including electronic funds “e-check” transfer. Credit card payments made by telephone will be assessed an additional \$20 Credit Card Telephone Charge for each telephone transaction. This charge is not assessed for credit card payments made on *ASAP*.

A bad check, whether written by mistake or otherwise, unless it is the admitted error of the bank concerned, is likely to delay actual payment and thus result in a penalty (see page 76, Returned Check Fee). Personal checks up to \$5 may be cashed in the University Bookstore. Many local merchants will not cash out-of-town checks. It is recommended that students set up checking accounts in local banks before enrolling so they can cash checks easily in the city.

PAYMENT AND REFUND POLICIES

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 applicable state statutes. If a person desires clarification of any matter relating to payment or refund of such charges, he or she should contact the office or administrative unit from which the charge or refund originated.

Residence Regulations

Graduate students with questions regarding residence regulations or residence status should be directed to the Graduate School.

The Office of the Registrar is responsible for determining undergraduate student’s residence status for tuition purposes, using as guidance §54.052 et seq. of the Texas Education Code, as well as the Texas Higher Education Coordinating Board’s Rules and Regulations for Determining Residence Status, and University regulations. Students or prospective students are classified as Texas residents, nonresidents, or international students.

- A person who meets state requirements under circumstances specified in the Rules and Regulations for Determining Residence Status will be eligible for classification as a resident. A resident is a United States citizen, a national or permanent resident alien, or an alien whom Congress has permitted to adopt the United States as a domicile while in the country.
- An alien who is not a permanent U.S. resident and has not been permitted by Congress to adopt the United States as his or her domicile while in the country will be classified as an international student.

During the 77th Legislature, additional legislation was passed that impacted the residency of students who are not U.S. citizens. Due to the changes, the Texas Higher Education Coordinating Board completed an extensive review of the statutes and rules dealing with the ability of aliens to establish residence for tuition purposes. Depending on the student’s visa type, a student may qualify under the guidelines and will need to provide additional documentation in support of their claim to obtain a waiver for in-state tuition.

The rules include various visa types that now allow individuals to be eligible to establish domicile in the United States; however, students must still meet the same criteria as U.S. citizens in order to qualify as a Texas resident. For eligible visa types, refer to the Texas Higher Education Coordinating Board Web site at <http://www.collegefortexans.com>.

An individual may also be considered a Texas resident based on high school graduation or receipt of a GED certificate under the provision and conditions regulated by the legislation. Students must meet all criteria to be able to qualify for this waiver. Additional documentation may be required to determine whether the student meets the requirements under this legislation.

Effective Fall 2001, a member of the Armed Forces must have resided in Texas for six months to be eligible to establish qualification to pay in-state tuition. The spouse and dependent children of a nonresident member of the United States Armed Forces, members of Texas units of the Army or Air National Guard, or Commissioned Officers of the Public Health Service who previously resided in Texas for at least six months may establish residency for tuition purposes if the member or commissioned officer meets certain requirements. For additional information, refer to the Texas Higher Education Coordinating Board Web site.

State residency requirements are complex and must be considered on a case-by-case basis. A person classified as a nonresident or international student may qualify to pay resident tuition rates under certain exceptions specified in the Rules and Regulations for Determining Residence Status. Information about residency, tuition exceptions, and waivers is available in the Office of the Registrar and at <http://www.collegefortexans.com>.

Under §54.0521 of the Texas Education Code, students are responsible for registering under the proper residence classification and for providing documentation as required by a public institution of higher education. Texas residents must affirm the correctness of that classification as part of the admission procedure. If classification as a Texas resident is in question or is inappropriate for any reason, students must notify the Office of the Registrar before or at the time of enrollment. Failure to notify UTSA is a violation of the oath of residency and may result in disciplinary action or other penalties.

See pages 62–64 of this bulletin for additional exemptions from tuition, fees, and charges. For further information on these exemptions, contact the Office of Fiscal Services.

Refund Policy for Withdrawal or Dropped Courses

Withdrawing from UTSA

Withdrawing is the formal discontinuance of a student's enrollment at UTSA and involves the student dropping *all* classes after the semester begins. Depending on the time of withdrawal, a student may be entitled to a refund of some part of the tuition and certain fees. The forms needed for withdrawing from UTSA may be obtained at the Enrollment Services Center or advising centers. In order to withdraw, undergraduate students, other than those classified as special undergraduate/non-degree-seeking, must obtain the approval of the college in which the student is enrolled, or the Tomás Rivera Center if the student is an undecided or provisional major. International students must also have the approval of the Office of International Programs. Special undergraduate/non-degree-seeking and graduate students may obtain forms and withdraw at the Enrollment Services Center.

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

The following table presents the descending scale of refund amounts for students withdrawing from UTSA.

Semester	Time of Withdrawing	Amount of Refund of Tuition and Returnable Fees and Charges*
Regular (Fall or Spring) Semester	Prior to the first class day	100% of applicable tuition and returnable fees and charges
	During the first 5 class days	80% of applicable tuition and returnable fees and charges
	During the second 5 class days	70% of applicable tuition and returnable fees and charges
	During the third 5 class days	50% of applicable tuition and returnable fees and charges
	During the fourth 5 class days	25% of applicable tuition and returnable fees and charges
	After the fourth 5 class days	No refund of tuition, fees, or charges
Summer Semester (five and 10-week terms)	Prior to the first class day	100% of applicable tuition and returnable fees and charges
	During the first, second, or third class day	80% of applicable tuition and returnable fees and charges
	During the fourth, fifth, or sixth class day	50% of applicable tuition and returnable fees and charges
	After the sixth class day	No refund of tuition, fees or charges

*Supplementary, laboratory, student services, University Center, medical services, Recreation Center, library resources, publication, international education, and class-related.

Dropping Courses

Dropping refers to the removal of one or more individual courses from a student's schedule. Refunds of applicable tuition, fees, and charges will be made for courses which a student drops on or before the Census Date, provided the student remains enrolled for that semester or term. No refund will be given for individual classes dropped after the Census Date. Students who want to drop all classes after the semester begins should refer to the withdrawing policy.

Refunds for courses dropped by a student who withdraws from UTSA later in the semester or term will be calculated according to the percentage schedules in the refund policy above. Refund of tuition for dropped courses will be made only if the original payment exceeds the established minimum amount. Because of multiple sessions during the summer, students wishing to drop courses should refer to Census Dates for refund purposes.

No refunds are made until 15 days have elapsed from the Census Date. Refund checks are mailed to the address indicated when the student withdraws from the University. Students entitled to refunds should allow 10 working days after the 15-day clearing period for receipt of the refund.

Concurrent Tuition

Students who register concurrently at more than one public institution of higher education in Texas may receive the benefits of a lower tuition rate. If, at the time of registration, a student can produce evidence of having already paid his or her tuition at another public institution of higher education in Texas, the student should present such evidence at the Fiscal Services Office during registration.

Exemption from Tuition, Fees, and Charges

The statutes of the State of Texas prescribe certain cases in which students can be exempt from tuition and/or certain fees and charges. The various types of exemptions, the fees and charges to which such exemptions apply, required documentation, and appropriate office to submit documentation are described below. However, in each case it is the student's responsibility to initiate the action of applying for an exemption and providing satisfactory evidence that all conditions required for the exemption have been met. Until such time as the exemption is granted, a student will be required to pay all tuition, fees, and charges from his or her own funds.

Students who might be eligible for an exemption should apply for the exemption at least one month before registration for the semester in which they plan to use the exemption provision. (Applications for the Good Neighbor Scholarship are accepted in the Office of Student Financial Aid in January and February before the academic year in which students plan to attend UTSA.) Note that Required Fees and Charges consist of the following: supplementary, laboratory, student services, University Center, medical services, Recreation Center, library resources, publication, international education, and class-related.

Description	Eligibility Documentation Required	Tuition, Fees, and Charges Exempted
Valedictorians of each accredited Texas high school	<p>Highest-ranking graduate of an accredited Texas high school.</p> <p>Certification from high school must be provided to the Fiscal Services Office.</p>	Tuition during first two regular (Fall and Spring) semesters immediately following their graduation. May be granted for any one of the first four regular semesters immediately following their high school graduation with the permission of the UTSA President.
Children of disabled Texas firefighters and peace officers	<p>Child under 21 of full-paid or volunteer firefighters; full-paid municipal, county, or state peace officers; custodians of the Department of Corrections; or game wardens who died or became disabled in the line of duty.</p> <p>Certification from parent's workplace must be provided to the Fiscal Services Office.</p>	Tuition, fees, and charges other than property deposits and fees for lodging. Exemption not to exceed 120 undergraduate credit hours or any semester begun after age 26.
Early High School Graduation Scholarship Program	<ol style="list-style-type: none"> 1. Have written approval of at least one of the student's parents. 2. Successfully completed requirements for a public high school diploma in not more than 36 consecutive months and graduated or be eligible for graduation from a Texas public high school. 3. Attended high school only in Texas. 4. Resident of Texas. 5. Eligibility certified by the Texas Higher Education Coordinating Board. 	Tuition (up to \$1,000).
Students who are blind or deaf	<p>Texas resident with certification of deafness/blindness from the Texas Commission for the Deaf & Hearing Impaired/Texas Commission for the Blind.</p> <p>Form must be provided to the Fiscal Services Office.</p>	All tuition, fees, and charges.

Description	Eligibility/Documentation Required	Tuition, Fees, and Charges Exempted
Texas ex-servicemen (Hazelwood Act)	<p>A veteran may qualify for benefits under the Hazlewood Act if he or she:</p> <ol style="list-style-type: none"> 1. was a resident of Texas at the time of entry into the armed forces of the United States; 2. participated in active military duty before the conclusion of the Korean War (no minimum number of active military duty days required), or served at least 181 days of active military duty (calculated as the sum of items 12(c) and 12(d) on the Member 4 copy of the DD214), since the conclusion of the Korean War; 3. received an honorable discharge, a general discharge under honorable conditions, or an honorable release from active duty; 4. has resided in Texas at least 12 months or otherwise meets state requirements for being considered a resident of Texas at the time of enrollment in a public institution of higher education in Texas; 5. has attempted fewer than 150 credit hours of college courses since the fall of 1995 using the Hazlewood exemption; 6. has exhausted eligibility for federal veterans' educational benefits during the semester/term in which they are enrolled; 7. is not in default on any education loans made or guaranteed by the Federal Government or the State of Texas; 8. is enrolled in an eligible program of study. (An institution may not grant a Hazlewood Act exemption for continuing education courses for which they do not receive state tax support, unless the institution's board has specifically granted them permission to do so.); and 9. (beginning with registration for spring 2006) completes an application for an exemption. 	<p>Tuition, fees, and charges other than property deposits, student services fees, and fees for lodging.</p> <p>No student may use Hazelwood for more than 150 credit hours.</p> <p>Spring 2006:</p> <p>(1) A person seeking to use the exemption <u>for the first time</u> must:</p> <ol style="list-style-type: none"> a. complete an application; b. submit a letter from veterans administration at Muskogee attesting to his or her exhaustion of federal veterans educational benefits; and c. meet other program requirements as in the past. <p>(2) A person continuing to use the exemption must:</p> <ol style="list-style-type: none"> a. sign a release form and b. meet other program requirements as in the past.
Education benefits for surviving spouse or minor child of certain police, security, or emergency personnel killed in the line of duty.	<ol style="list-style-type: none"> 1. Eligible surviving spouse or child of an individual listed in Gov't Code, Sec. 615.003. 2. Full-time student. 3. Eligibility certified by the Texas Higher Education Coordinating Board. 	<p>Tuition.</p> <p>Required fees and charges.</p> <p>Cost of contract for food and housing (if qualified).</p> <p>Cost of textbooks.</p> <p>(Exemptions valid until student receives a bachelor's degree or 200 semester credit hours, whichever occurs first).</p>

Description	Eligibility/Documentation Required	Tuition, Fees, and Charges Exempted
Children of Texas Veterans	<ol style="list-style-type: none"> 1. Either <ul style="list-style-type: none"> • child of a member of the armed forces who died in service during World War I, World War II, the Korean War, the Cold War, the Vietnam War, Grenada, Lebanon and Panama eras, and the Persian Gulf War. • orphan of members of the Texas National Guard killed since January 1, 1946, while on active duty. 2. Not eligible for federal educational benefits (Pell, SEOG). 3. Contact the Office of Student Financial Aid for certification. 	Tuition, fees, and charges except property deposit fees, student services fees, and fees for lodging.
Good Neighbor Scholarship	<p>Native-born students from other designated nations of the American hemisphere. To be eligible a person must:</p> <ul style="list-style-type: none"> • show evidence of native citizenship and proof of five years residency in that country • demonstrate scholastic eligibility • not be a member of the Communist Party • be recommended for a scholarship by an eligible institution • have a valid student visa • provide other documentation as required (inquire at Scholarship Office). <p>Applications are available only in January and February for the following Summer, Fall, and Spring Semesters. Applications are reviewed and granted by the Texas Higher Education Coordinating Board semester by semester.</p>	Tuition only.
Firefighters enrolled in fire science courses	Enrolled in course offered as part of the fire science curriculum.	Tuition. Laboratory fees. Supplementary fees and charges.
Children of Prisoners of War or Persons Missing in Action	Child (under 21) or a dependent who receives majority of support from parent; parent must be classified by Department of Defense as a Prisoner of War or Missing in Action at the time of registration, and certification must be provided to the Fiscal Services Office.	All tuition, fees, and charges.

Description	Eligibility/Documentation Required	Tuition, Fees, and Charges Exempted
Students in foster care	<ol style="list-style-type: none"> 1. Student in foster or other residential care under conservatorship of Dept. of Protective and Regulatory Services on or after: <ul style="list-style-type: none"> • day before student's 18th birthday • day of student's 14th birthday if student was also eligible for adoption on or after that day • day student graduated from high school or received equivalent of a high school diploma. 2. And enrolls as an undergraduate no later than: <ul style="list-style-type: none"> • third anniversary of date student was discharged from foster or other residential care, date student graduated from high school, or date student received equivalent of a high school diploma, whichever is earliest; or • student's 21st birthday. 3. Certification from the Texas Department of Protective and Regulatory Services (Child Protective Services) must be provided to the Fiscal Services Office. 	All tuition, fees, and charges.
Certain students who received Temporary Assistance to Needy Families (TANF)	<ol style="list-style-type: none"> 1. Graduated from a Texas public school. 2. Successfully completed attendance requirements. 3. Received financial assistance during the last year of public high school in Texas under Chap. 31, Human Resources Code, for at least six months. 4. Is less than 22 years old on the enrollment date. 5. Enrolled at UTSA as an undergraduate no later than one year after the date of graduation from a Texas public high school. 6. Met UTSA's entrance examination requirements before the enrollment date. 7. Is classified as a Texas resident. 	Tuition (first year only). Required fees and charges (first year only).
Educational aides	<ol style="list-style-type: none"> 1. Texas resident. 2. At least one school year of experience as an educational aide during the five years preceding the term or semester for which exemption is received. 3. Employed in some capacity by a school district in Texas during the school year for which the exception is received. 4. Established financial need as determined by the Texas Higher Education Coordinating Board. 5. Enrolled in UTSA classes necessary for teacher certification. 6. Maintained acceptable grade point average as determined by the Texas Higher Education Coordinating Board. 7. Eligibility certified by the Texas Higher Education Coordinating Board. 	Tuition. Required fees and charges (other than class or laboratory fees).

Taxpayer Relief Act of 1997

The Taxpayer Relief Act of 1997 allows certain taxpayers who pay qualified tuition and fees to claim the Hope Scholarship Credit or the Lifetime Learning Credit against their federal income tax liability. Internal Revenue Service (IRS) regulations require UTSA to report the name, social security number, and address of the student on their federal income tax return on Form 1098-T.

The Hope Scholarship Credit is available for qualified tuition and fees paid after December 31, 1997. The Lifetime Learning Credit is available for qualified tuition and fees paid after June 30, 1998. The credits may be claimed by the taxpayer for himself or herself, his or her spouse, or any dependents. Payments by a taxpayer's dependents must be treated as having been made by the taxpayer.

The Hope Scholarship Credit is available for qualified tuition and fees as follows:

- 100% of the first \$1,000, plus 50% of the second \$1,000; \$1,500 maximum PER STUDENT
- must be a half-time student for at least one academic period
- first two years of postsecondary education; available for two tax years.

The Lifetime Learning Credit is available for qualified tuition and fees with no restrictions regarding minimum enrollment or academic classification as follows:

- 20% of the first \$10,000 PER TAXPAYER
- not limited to first two years of education
- no minimum course load requirement
- no limit on number of years credit can be taken
- cannot combine with Hope Scholarship Credit for same student in same tax year.

Tuition Rebate

Resident students entering a baccalaureate degree program on or after September 1, 1997, may be eligible for a tuition rebate of up to \$1,000 if the student:

- is awarded a baccalaureate degree
- has attempted no more than 3 semester credit hours in excess of the minimum number of semester credit hours required to complete the degree, including transfer credits and credit earned by examination.

(See Appendix G, *Texas Education Code*, §54.0065)

Title IV Program Refund

Source: The Student Guide, Department of Education, 2005–2006

The law requires that, when you withdraw during a payment period or period of enrollment (your school can define these periods for you and tell you which one applies to you), the amount of SFA Program assistance that you have “earned” up to that point is determined by a specific formula. If you received (or your school received on your behalf) less assistance than the amount that you earned, you will be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned. The amount of assistance that you have earned is determined on a pro-rata basis. That is, if you completed 30 percent of the payment period or period of enrollment, you earn 30 percent of the assistance you were originally scheduled to receive. Once you have completed more than 60 percent of the payment period or period of enrollment, you earn all of your assistance.

If you received excess funds that must be returned, your school can explain what portion of those funds must be returned.

Nonpayment of Debts

Students who fail to pay full tuition, fees, and charges, including late fees, on the due date are subject to one or more of the following actions at the University's option:

- denial of readmission, including further registration
- withholding of official transcripts
- withholding a degree to which the student would otherwise be entitled
- withholding of grades
- all penalties and actions authorized by law.

When a student has any of the above actions against his or her record, it is the student's responsibility to clear any obligations with UTSA and see that the Office of the Registrar is notified. No further services of the University will be provided until all obligations are cleared. UTSA reserves the right to deduct from the refund any outstanding financial obligations owed to the University.

A student who pays tuition, fees, and charges with a check that is not subsequently honored by a bank and the fault is not that of the bank, and who does not make payment within 15 days, may be withdrawn from the University by the Registrar for nonpayment of tuition and fees.

PROCEDURAL CHARGES

Application Charge – Housing

A fee of \$25 is assessed all students applying for university housing to defray administrative processing costs.

Application Charge – Undergraduate Students

UTSA assesses a nonrefundable application charge of \$30 to all undergraduate students applying for admission to UTSA. Former UTSA students applying for undergraduate admission are not required to resubmit the application charge.

Application Charge – Graduate Students

A nonrefundable charge for applying for admission or readmission to graduate programs at UTSA is assessed as follows: UTSA graduate students \$30 (online), \$35 (paper); non UTSA students \$45 (online), \$50 (paper); International students \$80 (online), \$85 (paper).

Late Processing Charge – A charge of \$10 is assessed each student who submits an application after the deadline to defray administrative processing costs.

Auditing Charge

All auditors of courses must submit an Audit Course Form, with appropriate approvals, to the Enrollment Services Center. Students registered at UTSA may, with the approval of the instructor and Dean of the college in which the course is offered, audit courses by paying an auditing charge of \$25 per course. The audit charge is not refundable.

A nonstudent auditor must pay an auditing charge of \$50 per course. The charge is nonrefundable. Nonstudents over 65 are permitted to audit without paying a charge, provided space is available and an Audit Course Form is approved. Nonstudent auditors who wish to have library privileges may receive them by completing a Friends of the UTSA Library application at the circulation desk in the UTSA Library, John Peace Library Building, second floor, and by paying a nonrefundable charge. There are limits on the services offered to Friends of the UTSA Library cardholders; further details are available from the circulation desk. Permission to audit may be obtained and charges paid beginning the first day of class through the Census Date.

Students who park on campus must register their vehicles and purchase a parking permit. Nonstudent auditors who want UTSA parking privileges must register their vehicles and purchase a parking permit. To purchase a parking permit the nonstudent auditor should go to the University Parking and Transportation Services with his or her validated Audit Course Form.

Credit Card Expense Charge

A charge of 1.855% of balances paid is assessed all students electing to use a credit card for payment. This charge is assessed to defray the expense incurred by the institution in processing and handling this type of payment transaction.

Credit Card Telephone Charge

A charge of \$20 per credit card transaction processed on the telephone is assessed all students electing to use a credit card for payment via telephone. This charge is assessed to defray the expenses incurred in handling and manually processing a credit card transaction over the telephone. This charge is not assessed for credit card payments made online on *ASAP*.

Duplicate Diploma Charge

A \$15 charge will be assessed for each request for a duplicate diploma.

SEMESTER FEES AND CHARGES

Mandatory Semester Fees and Charges

First Semester Only

Students are assessed the following one-time charges in their first semester at UTSA.

General Property Deposit. Every student must make a general property deposit of \$10 at the time of initial registration to protect the University from losses such as property loss, damage, or breakage; violation of rules in any University library or laboratory; failure to return keys furnished by the University; or damage to or loss of any other University property.

The deposit, less outstanding charges, is refunded upon request only when the student officially withdraws from school or graduates. When the property deposit refund is requested, the student has the option to elect that the property deposit refund be used to pay the first year's dues in the UTSA Alumni Association. The form for requesting a refund, or that the deposit be used for association dues, is available at the Office of Fiscal Services. A general property deposit that remains without call for refund for a period of four years from the date of last attendance at UTSA shall be forfeited, and the deposit shall become operative to the permanent use and purpose of student scholarships.

Orientation Charge. An orientation charge of \$75 is assessed all new freshmen and transfer students when they are admitted to UTSA. Orientation programs provide information about UTSA's academic requirements, campus services, and student activities. Almost all of the programs also include academic advising and registration. Students must preregister for these programs. Further information is available from Orientation and Transition Services.

Every Semester

Certain services and benefits are provided every semester by UTSA to all students. These are supported by tuition and the following fees and charges: student services, athletics, University Center, automated services and computer access, library resources, university publication, international education, recreation center, Teaching and Learning Center support, *UTSA Card*, medical services, and records processing. All students are assessed these fees and charges each semester.

Tuition. Pursuant to Subchapter B, Chapter 54, Texas Education Code, each student who registers at UTSA is required to pay tuition (see Exemption from Tuition, Fees, and Charges in this chapter) according to the number of semester credit hours for which registration is completed and according to his or her residence classification (see the Fiscal Services Web site at www.utsa.edu/fiscalservices/).

Athletics Fee. A charge of \$7 per semester credit hour with a maximum of \$84 per semester is assessed all students to provide partial funding for UTSA athletic programs, expand scholarships to athletics, to increase the number of sports offered, and expand indoor and outdoor athletic facilities. It is anticipated that this fee will increase to \$9 per semester credit hour with a maximum of \$108 in Spring 2006.

Automated Services and Computer Access Charge. Each student who registers at UTSA is required to pay a \$22 per semester-credit-hour charge. The minimum charge is \$88, and the maximum charge is \$264 per semester.

International Education Fee. A \$1 per semester fee will be assessed all students enrolled at UTSA to cover the costs of the international education program.

Library Resources Charge. A charge of \$8 per semester credit hour is assessed all students who register at UTSA to defray costs of providing increased direct services and supplies, including online access to full-text databases, academic indexes, and increased printed books and journals.

Medical Services Fee. A \$21.40 per semester fee is assessed all students for medical services provided at Health Services.

Records Processing Charge. A \$10 per semester charge will be assessed all students enrolled at UTSA to defray costs associated with adding and dropping classes, administrative processing of applications for graduation, late registration, processing transcripts, updating student records, and preparing enrollment certifications.

Recreation Center Fee. The Recreation Center fee is \$60 per semester.

Student Services Fee. A compulsory student services fee of \$13.50 per semester credit hour, with a maximum of \$162 per semester is charged all students. This fee provides services and activities that are separate and apart from the regularly scheduled academic functions of the University and directly involve or benefit students. These services and activities include recreational activities, student government and organizations, transportation service, student publications, health services, and any other student activities and services specifically authorized and approved by the Board of Regents.

Teaching and Learning Center Support Charge. A charge of \$5 per student is assessed to defray costs associated with the support of center operations and learning needs of students.

University Center Fee. The University Center fee is \$4.40 per semester credit hour. The minimum fee is \$20, and the maximum is \$52.80 per semester.

University Publication Charge. A \$5 per semester charge will be assessed all students enrolled at UTSA to cover the costs of providing catalogs, and other official publications.

UTSA Card Charge. A student fee of \$3 is assessed each semester as a service charge for the student photo-identification card. This charge does not entitle the student to a new card each semester.

Possible Additional Semester Fees and Charges

Depending on the major pursued or the courses selected by a student, additional fees and charges may be required. Students should become aware of additional fees and charges incurred by their major or course selection. Some (not all) of these fees and charges are noted by the course listing in the online schedule of classes.

Admissions Reinstatement Charge

A charge of \$30 is assessed all academically dismissed students who request reinstatement to defray associated costs.

Advising Charges

A charge is assessed each degree-seeking student enrolled at UTSA to provide advising services. The fee varies based on student classification as a freshman or major as follows: freshmen and undeclared majors \$82 per semester; College of

Business undergraduate students: \$75 per semester; College of Education and Human Development undergraduate students: \$67 per semester; College of Engineering undergraduate students: \$71 per semester; College of Liberal and Fine Arts undergraduate students: \$63 per semester; College of Public Policy: \$70 per semester; College of Sciences undergraduate students: \$62 per semester; College of Architecture undergraduate students: \$60 per semester; Bachelor of Applied Arts and Sciences undergraduate students: \$71 per semester. All fees will increase by up to \$15 beginning in Spring 2006.

Architecture Programs Fee

A fee of \$25 per course is assessed students enrolled in courses in the architecture curriculum who use any of the studios under the direction of the College of Architecture.

Certification Charge – College of Education and Human Development

A charge of \$53 per semester is charged all students seeking initial teacher certification to defray costs of providing group/individual advising, transcript evaluations, and processing of certifications.

Certification Plan Charge – College of Education and Human Development

A charge of \$75 is assessed for transcript evaluations and deficiency plans as requested by students seeking teacher certification and employment in local schools.

Counseling Support Fee

A fee of \$35 per course is assessed all students registered in certain counseling department courses to defray costs of services and training designed to prepare counselors.

Criminal Justice Internship Fee

A fee of \$45 per student is assessed all students registered in the criminal justice program to defray costs associated with criminal justice internships.

Distance Education Fee – Online Courses

A fee of \$193 per semester will be assessed all students registered in UT TeleCampus courses.

Distance Learning Fee

A fee of \$25 per semester credit hour may be assessed distance learning students to defray costs associated with providing distance learning facilities and support.

Education Assessment Course Fee

A fee of \$15 per undergraduate course and \$25 per graduate course will be assessed all students registered in certain College of Education and Human Development courses to defray costs of development and maintenance of a collection of professional assessment materials.

Education TExES Charge

A charge of \$32 per semester is assessed all students pursuing teaching or professional certification through the College of Education and Human Development to defray costs associated with providing materials and services to enhance student success on the Texas Examinations of Educator Standards (TExES).

Educational Field Instruction Fee

A \$40 fee will be assessed all students during their semester of student teaching and students in special education practicum settings, counseling practicums, and student internships.

Equipment & Materials Fee

Department of History

A fee of \$5 per course is assessed all students registered for certain courses in the Department of History.

Department of Physics and Astronomy

A fee of \$18 per course is assessed all students registered for certain courses in the Department of Physics and Astronomy.

Department of Political Science and Geography

Media Equipment and Materials. A fee of \$30 per undergraduate student and \$35 per graduate student is assessed all students registered for certain courses in the Department of Political Science and Geography to defray costs of the media studio.

Geographic Information Systems Materials. A fee of \$32 per undergraduate student and \$40 per graduate student is assessed all students registered for certain courses in the Department of Political Science and Geography to defray costs of printing equipment and supplies.

Department of Psychology

A fee of \$5 per course is assessed all students enrolled in certain courses of the Department of Psychology to defray costs associated with providing materials and services to enhance student success through tutorials and instructional support.

Extended Studies Registration Charge

A charge of \$100 is assessed students in the Extended Studies Program enrolled for select undergraduate courses to defray costs associated with the administration of the Extended Studies Program. The program allows non-UTSA students to enroll in selected undergraduate courses on a space-available basis with a simplified admission and registration process.

Field Trip Fee

A supplementary fee is assessed students in certain courses to pay for the expenses of field trips.

Foreign Language Multimedia Learning Center Fee

Each student who registers at UTSA in a foreign language course is required to pay a \$7 per course fee.

Graduate Services Charge

College of Business

A charge of \$50 per semester credit hour is assessed all students enrolled in graduate courses of the College of Business curriculum to provide additional advising, student orientation, and career and placement services.

College of Education and Human Development

A charge of \$50 per semester is assessed all students enrolled in graduate or doctoral courses in the College of Education and Human Development to defray costs associated with advising, orientation, certification, placement, research support, recruitment, professional education, meetings, and other administrative and support services.

College of Engineering

A charge of \$60 per semester is assessed all students enrolled in graduate courses of the College of Engineering curriculum to provide additional advising, orientation, and administrative services.

College of Liberal and Fine Arts

A charge of \$40 per course is assessed all students enrolled in graduate courses of the College of Liberal and Fine Arts to defray costs associated with advising, orientation, recruitment, professional meetings, laboratory maintenance, administration, internships, and other services.

College of Public Policy

A charge of \$20 per semester credit hour is assessed all students enrolled in graduate social work courses in the College of Public Policy to defray costs associated with processing social work field education applications, administrative support, community field liaisons, travel, orientation, training, printing, equipment and supplies.

College of Sciences

A charge of \$30 per semester credit hour is assessed all students enrolled in graduate or doctoral courses of the College of Sciences curriculum to provide advising, research support, recruitment, professional meetings, assistantships, administrative services, and seminars.

Department of Public Administration

A charge of \$50 per semester is assessed all students enrolled in graduate courses of the Department of Public Administration to provide advising, recruitment, orientation, and placement services.

Individual Instruction Fee – Music

A fee of \$100 is assessed all students in certain Music courses to defray the costs associated with private instruction related expenses.

Installment Tuition Charges

A \$16 charge is assessed when a student elects to pay tuition, fees, and charges under the installment payment plan. This charge is normally included in the first installment payment. A \$10 charge is assessed for each delinquent installment payment.

Instrument Users Fee*Department of Biology*

A fee of \$10 per course is assessed all students registered in certain Biology courses to defray cost of repairing and replacing teaching equipment.

Department of Chemistry

A fee of \$15 per course is assessed all students registered in certain Department of Chemistry courses to defray the cost of repairing and replacing teaching equipment.

Department of Earth and Environmental Science

A fee of \$15 per course is assessed all students registered in certain Department of Earth and Environmental Science courses to defray cost of repairing and replacing teaching equipment.

Department of Music

In certain music courses, an instrument user fee of \$20 per course may be charged. A notation of this fee appears with the course listing in the online schedule of classes.

Department of Physics and Astronomy

A fee of \$20 per course is assessed all students registered in certain Physics and Astronomy courses to defray cost of repairing and replacing teaching equipment.

International Student Insurance Fee

All international students are required to purchase the UT System Student Health Insurance Plan, which covers basic medical expenses for injury and sickness. The plan is in compliance with the United States Information Agency's regulations. The fee is assessed as part of the regular tuition and fee charges. A waiver of this fee is available, provided (1) the student presents proof of coverage by a comparable U.S. health plan, and (2) UTSA approves the comparable health coverage. International students who may be classified as Texas residents for tuition purposes are still required to purchase this plan unless they obtain a waiver.

International Student Program Charge

A charge of \$50 will be assessed all international students to defray costs of programs and services for international students in the Office of International Programs.

International Student Program Charge – College of Business

A charge of \$10 per course will be assessed all students enrolled in lower-division undergraduate College of Business classes, a charge of \$20 per course will be assessed all students enrolled in upper-division undergraduate College of Business classes, and a charge of \$20 per course will be assessed all students enrolled in graduate College of Business classes to support international programs.

Laboratory Fee

In certain courses a laboratory fee, not to exceed the actual cost of materials and supplies and no less than \$2 nor more than \$30, may be charged. When a laboratory fee is charged, the online schedule of classes indicates the associated fee.

Learning Resource Fee

A fee is assessed each student enrolled in Core Curriculum courses, Freshman Initiative courses, College of Business undergraduate courses, College of Education and Human Development undergraduate and graduate courses, College of Engineering courses, and College of Sciences courses to provide materials and services to enhance student success. The fee varies based on course enrollment as follows: \$10 per Core Curriculum course; \$4 per Freshman Initiative semester credit hour; \$15 per College of Business lower-division undergraduate course, \$21 per College of Business upper-division course; \$10 per College of Education and Human Development undergraduate and graduate course; \$20 per College of Engineering course; and \$5 per College of Sciences semester credit hour.

Manipulatives Fee

A fee of \$30 per undergraduate course and \$35 per graduate course is assessed all students in certain mathematics courses to defray cost of manipulatives used in courses for pre-service and in-service mathematics and science teachers and payment of salaries for assistance with manipulatives.

Music Course Fee

A \$25 per course fee for non-Music majors is assessed students who are registered in a course that uses equipment for instruction purposes.

No Show Charge

Counseling Services

A fee of \$5 per missed appointment is assessed all students who do not attend their scheduled appointment.

Health Services

A fee of \$5 per missed appointment is assessed all students who do not attend their scheduled appointment.

Outdoor Activity Fee

A fee of \$40 per semester is assessed all students enrolled in certain Kinesiology courses to defray costs associated with repair and purchase of equipment and transportation.

Change of Major Charge – Graduate Students

A charge of \$5 is assessed each student changing his or her major to defray administrative processing costs.

Parking Fees

All vehicles parked on campus must comply with UTSA Parking and Traffic Regulations. Copies of these regulations are available during registration in the UTSA Parking and Transportation Services office and online at <http://www.utsa.edu/parking>. University Police strictly adhere to and enforce Texas Vehicle Inspection Laws for all vehicles parking or driving on property owned by The University of Texas at San Antonio. All permits will be annual, expiring on August 31, 2006.

Types of Permits	Amount
Student General	\$108
Student General with Garage	\$208
Resident Permit	\$108
Student Motorcycle	\$40
Alumni Permit	\$20
Temporary Permit	\$45
Handicapped	No Charge

Parking permits are available for persons with disabilities in accordance with applicable statutory law and UTSA Parking and Traffic Regulations. Students who park illegally in spaces reserved for persons with disabilities will be referred to San Antonio court as required by law and also subject to a fine up to \$250 and loss of campus parking privileges.

Physical Education Fees

Kinesiology Supply and Maintenance Fee. A fee of \$10 per course is assessed all students registered in certain Kinesiology courses.

Equipment and Lane Fee. A fee of \$78 for a semester or summer term is required for physical education bowling courses.

Golf Activity Fee. A fee of \$80 for a semester or summer term is required for physical education golf activity courses.

Swimming Pool Fee. A fee of \$30 for a semester or summer term is required for physical education swimming activity courses.

Program Charges

College of Education and Human Development. A charge of \$1 is assessed each long semester for all students registered in certain College of Education and Human Development courses to defray costs of required criminal history check.

Honors College. A charge of \$20 per semester is assessed all students enrolled in the Honors College to defray costs associated with providing services and programs to Honors students.

Roadrunner Camp Charge. A charge of \$125 is assessed each student attending Roadrunner Camp.

Study Abroad–Exchange Application and Processing Charge. A charge of \$50 per semester is assessed all students applying to participate in study abroad and exchange programs.

Study Abroad–Exchange Registration Charge. A charge of \$100 per semester is assessed all students registered in study abroad and exchange programs.

Studio Art Fee

A fee of \$30 per course is assessed students enrolled in art (ART) courses in the visual arts curriculum that will use any of the studios under the direction of the Department of Art and Art History.

Supplementary and Special Fees

Some art, music, and other courses may require supplementary or special fees. When such fees are assessed, the online schedule of classes indicates the associated fee.

Technology Services and Instructional Support Charge

College of Business

A charge of \$15 per course is assessed all students registered in certain College of Business courses to defray costs associated with personnel and equipment support for instruction.

College of Engineering

A charge of \$5 per semester credit hour is assessed all students enrolled in any undergraduate or graduate Engineering course to defray costs associated with providing additional personnel, calibration equipment, computer software/hardware, service contracts, and other laboratory equipment maintenance.

College of Sciences

A charge of \$2 per semester credit hour is assessed all students registered in certain College of Sciences courses to defray costs associated with providing personnel and equipment support for instruction, technical support for Web design and maintenance and support for academic reporting and distance learning.

Freshman Initiative

A charge of \$2 per semester credit hour is assessed all students enrolled in certain Freshman Initiative courses to defray costs associated with providing personnel and equipment support of instructional design incorporating new technologies.

Three-Attempt Enrollment Charge

A charge of \$121 per semester credit hour is assessed all students enrolled in the same course for the third and subsequent times to defray revenue lost as a result of non-funding by the State.

UTSA Card Replacement Charge

A charge of \$10 per card is assessed for replacement of a lost and/or stolen student identification card.

Writing Materials Fee

A \$5 per course fee is assessed for English composition courses.

FEES FOR RESOURCE USE**Foreign Language Testing Fee**

A charge of \$15 per course is assessed for testing to evaluate students for placement in foreign language programs.

Locker Fee

A limited number of lockers are available for student use in the Library. The locker fee is \$25 per semester and \$10 for the summer session. Graduate students are given priority. Students who wish to use lockers in the music, architecture and interior design, and visual arts departments will be required to pay a \$15 per semester fee.

Placement Test Fee

Certain courses require a placement test before course enrollment. Students should contact the Office of Testing Services for information about placement testing and test fees.

Thesis and Dissertation Binding Fee

A fee of \$10 per copy is charged for binding the three official copies of the thesis and three official copies of the dissertation filed with the University.

Thesis and Dissertation Copyright Service Fee

An optional copyright fee of \$45 may be made at the student's request.

Thesis and Dissertation Publishing Fee

A microfilming publishing fee of \$45 for the master's thesis and \$55 for the dissertation is charged. A student may choose not to publish the master's thesis, but dissertation publication is required.

PENALTY FEES**Late Payment Fee**

A late fee of \$10 is added to a student's bill when an installment payment is not paid by the due date.

Library Fines for Overdue Materials and Lost or Damaged Items

Fines are charged for overdue library materials and library items that are lost or damaged. UTSA Library regulations on borrowing and fines are available at the circulation desk.

Parking Fines

Unpaid parking fines place a financial hold on student records and will interfere in the registration or transcript release processes. Students with unpaid fines of \$200 or more will be referred to the Office of Student Judicial Affairs and subject to disciplinary action.

Property Damage Charges

Property damage charges are assessed to students for property loss, damage, or breakage; violation of rules in any University library or laboratory; failure to return keys issued by the University; or damage to or loss of any other UTSA property. Charges are billed directly to the student or are collected by the department upon reissue of supplies or property. Failure to pay the charges promptly results in denial of the student's readmission or reenrollment and in the University's refusal to issue the student's transcript.

Returned Check Fee

A charge of \$15 is assessed for each returned check to offset the cost of handling. The University will not accept a check from a student who wittingly or unwittingly has previously written three insufficient checks.

TUITION

The current Tuition and Fees Schedule can be accessed at www.utsa.edu/fiscalservices.