

Request for Tuition Rebate

As Outlined in Section 54.0065 of the Texas Education Code

With few exceptions, state law gives you the right to request, receive, review and correct information about yourself collected on this form.

To Be Completed by Student:	Date Submitted _____
SID _____	Expected Date of Graduation: _____ Month and Year
Name: _____ Last First Middle	
Address (for Rebate): _____ Street/PO Box City State Zip	
First Semester Enrolled in a Texas Institution of Higher Education: _____ Month and Year	
All Colleges/Universities Attended: _____ _____	
Degree Sought: _____	Hours Required for Degree: _____
Are you a Texas Resident: Yes No	
Did you pay resident tuition for all (hours or) courses while pursuing this degree? Yes No	
	_____ Signature

Official Use Only:	
Academic Dean: Verification (_____) _____ Initials	Hours Required for Degree: _____
Total Number of Hours Attempted: _____	Student Eligible: Yes No
Financial Assistance: Verification (_____) _____ Initials	Outstanding Student Loan (s) Yes No
If yes, with whom: _____	
Outstanding Amount(s): _____	Interest Rate(s) _____
Business Office: Amount of Rebate _____	Resident Tuition Amount Paid _____

Application Procedure

- Complete the *Request for Tuition Rebate* form and submit it to your **Academic Dean**. This form must be completed after the start of the semester of anticipated graduation but prior to the graduation date. For example, if you anticipate graduating in May, you must complete the form in your Dean's Office during the Spring semester.
 - The completed forms will be reviewed by the Academic Dean's Office after graduation. After the Dean's verification the *Request for Tuition Rebate* form will be forwarded to the Financial Assistance office for verification and then forwarded to the Business Office for final processing.
 - The Business Office will evaluate the rebate and issue the check to the student, if eligible.
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Special Note: Student must have attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree program: Includes transfer credits; and course credit earned exclusively by examination, except that, for purposes of this subsection, only the number of semester credit hours earned exclusively by examination in excess of nine semester credit hours is treated as hours attempted; and

Excluding course credit that is earned to satisfy requirements for a Reserve Officers' Training Corps (ROTC) program but that is not required to complete the degree program; and course credit, other than course credit earned exclusively by examination, that is earned before graduating from high school.