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TUITION POLICIES
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CHAPTER 54. TUITION AND FEES

SUBCHAPTER A. GENERAL PROVISIONS

§ 54.001. Definitions

In this chapter:

(1) "Institution of higher education" has the same meaning as is assigned to it by Section 61.003 of this code.

(2) "Governing board" has the same meaning as is assigned to it by Section 61.003 of this code.


§ 54.002. Applicability of Chapter

The provisions of this chapter apply to all institutions of higher education, except that as to junior colleges this chapter applies only to the extent provided by Section 130.003(b) of this code.


§ 54.003. Tuition and Charges to be Authorized by Law

No institution of higher education may collect from students attending the institution any tuition, fee, or charge of any kind except as permitted by law, and no student may be refused admission to or discharged from any institution for the nonpayment of any tuition, fee, or charge except as permitted by law.


§ 54.004. Retention and Use of Funds

All tuition, local funds, and fees collected by an institution of higher education shall be retained and expended by the institution and accounted for annually as provided in the general appropriations act.


§ 54.005. Right to Collect Special Fees

The provisions of this subchapter requiring the governing board of each institution of higher education to collect tuition fees do not deprive the board of the right to collect special fees authorized by law.


§ 54.006. Refund of Tuition and Fees

(a) A general academic teaching institution or medical and dental unit, as soon as practicable, shall refund the amount of fees and tuition in excess of the minimum tuition collected for courses from which students drop within the first 12 days of a fall or spring semester or within the first four days of a summer term. The institution or medical and dental unit may not delay a refund under this subsection on the grounds that the student may withdraw from the institution or unit later in the semester or term. An institution may assess a nonrefundable $15 matriculation fee if the student withdraws from the institution before the first day of classes.

(b) A general academic teaching institution or medical and dental unit shall refund to a student withdrawing from the institution or unit an amount equal to the product of the amount of tuition and mandatory fees collected for each
course in which the student is enrolled on the date the student withdraws multiplied by the applicable percentage derived from the following tables:

(1) if the student withdraws during a fall or spring semester or comparable trimester:
   
   (A) prior to the first class day  100 percent
   
   (B) during the first five class days  80 percent
   
   (C) during the second five class days  70 percent
   
   (D) during the third five class days  50 percent
   
   (E) during the fourth five class days  25 percent
   
   (F) after the fourth five class days  None; and

(2) if the student withdraws during a summer term:
   
   (A) prior to the first class day  100 percent
   (B) during the first, second, or third class day  80 percent
   (C) during the fourth, fifth, or sixth class day  50 percent
   (D) seventh day of class and thereafter  None.

(c) Separate withdrawal refund schedules may be established for optional fees such as intercollegiate athletics, cultural entertainment, parking, and yearbooks.

(d) A general academic teaching institution or medical and dental unit shall refund tuition and fees 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.

(e) A general academic teaching institution or medical and dental unit shall terminate student services and privileges, such as health services, library privileges, facilities usage, and athletic and cultural entertainment tickets, when a student withdraws from the institution.

(f) Beginning with the summer semester of 1990, if a student withdraws from an institution of higher education because the student is called to active military service, the institution, at the student’s option, shall:

   (1) refund the tuition and fees paid by the student for the semester in which the student withdraws;

   (2) grant a student, who is eligible under the institution’s guidelines, an incomplete grade in all courses by designating “withdrawn-military” on the student’s transcript; or

   (3) as determined by the instructor, assign an appropriate final grade or credit to a student who has satisfactorily completed a substantial amount of coursework and who has demonstrated sufficient mastery of the course material.
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(g) A general academic teaching institution or medical and dental unit may not collect any amount of fees or tuition in excess of the minimum tuition for a course at the institution or unit from a student who is entitled to a refund of that amount under this section if the student has not paid that amount on the date the student drops the course or withdraws from the institution or unit.


§ 54.0065. Tuition Rebate for Certain Undergraduates

(a) A qualified student is eligible for a rebate of a portion of the undergraduate tuition the student has paid if the student:

(1) is awarded a baccalaureate degree from a general academic teaching institution; and

(2) has attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree, including transfer credits and course credit earned exclusively by examination.

(b) The amount of tuition to be rebated to a student under this section is $1,000, unless the total amount of undergraduate tuition paid by the student to the institution of higher education awarding the degree was less than $1,000, in which event the amount of tuition to be rebated is an amount equal to the amount of undergraduate tuition paid by the student to the institution. However, a student who paid the institution awarding the degree an amount of undergraduate tuition less than $1,000 may qualify for an increase in the amount of the rebate, not to exceed a total rebate of $1,800, for any amount of undergraduate tuition the student paid to other institutions of higher education by providing the institution with proof of the total amount of that tuition paid to other institutions of higher education.

(c) A student who has transferred from another institution of higher education shall provide the institution awarding the degree an official transcript from each institution attended by the student in order that the total number of hours attempted by the student can be verified.

(d) To qualify for a rebate under this section, the student must have been a resident of this state and entitled to pay tuition at the rate provided by this chapter for a resident student at all times while pursuing the degree.

(e) All institutions of higher education shall notify each first-time freshman student of the tuition rebate program.

(f) The institution awarding the degree shall pay the rebate under this section from local funds.

(g) If a student entitled to a rebate under this section has an outstanding student loan, including an emergency loan, owed or guaranteed by this state, including the Texas Guaranteed Student Loan Corporation, the institution shall apply the amount of the rebate to the student's loan. If a student has more than one outstanding loan, the institution shall apply the amount of the rebate to the loans as directed by the student or, if the student fails to provide timely instructions on the application of the amount, the institution shall apply the amount of the rebate to the loans according to priorities established by the coordinating board. If the amount of the rebate exceeds the amount of the loan indebtedness, the institution shall pay the student the excess amount.

(h) The legislature shall account in the General Appropriations Act for the rebates authorized by this section in a way that provides a corresponding increase in the general revenue funds appropriated to the institution. It is the intent of the legislature that rebates authorized by this section shall be financed by savings to the state resulting from reductions in the number of courses taken by undergraduate students.

(i) The coordinating board, in consultation with the institutions of higher education, shall adopt rules for the administration of this section.
§ 54.007. Option to Pay Tuition by Installment

(a) The governing board of each institution of higher education shall provide for the payment of tuition and 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) one-half payment of tuition and fees in advance of the beginning of the semester, one-quarter payment prior to the start of the sixth class week, and the final one-quarter payment before the beginning of the eleventh class week.

(b) The governing board may assess and collect incidental fees for students utilizing payment alternative (2) under Subsection (a) of this section and for students delinquent in payments. The fees must reasonably reflect the cost to the institution of handling those payments.

(c) A student who fails to make full payment of tuition and fees, including any incidental fees, by the due date may be prohibited from registering for classes until full payment is made. A student who fails to make payment prior to the end of the semester may be denied credit for the work done that semester. The governing board may not impose on a student any sanction authorized by this subsection unless the governing board includes in any promissory note signed by a student the following statement printed in bold-faced type or in capital letters: "A STUDENT WHO FAILS TO MAKE FULL PAYMENT OF TUITION AND FEES, INCLUDING ANY INCIDENTAL FEES, BY THE DUE DATE MAY BE PROHIBITED FROM REGISTERING FOR CLASSES UNTIL FULL PAYMENT IS MADE. A STUDENT WHO FAILS TO MAKE PAYMENT PRIOR TO THE END OF THE SEMESTER MAY BE DENIED CREDIT FOR THE WORK DONE THAT SEMESTER." The governing board shall notify a student of any delinquent tuition or fee payment as soon as practicable. The institution's records may be adjusted to reflect the student's failure to have properly enrolled for that semester.

(d) In addition to other payment alternatives provided by this section, the governing board of a medical and dental unit or of a general academic teaching institution with a department or college of veterinary medicine may provide for the payment of tuition and fees at the unit or at the department or college of veterinary medicine during any academic year through a one-fourth payment of tuition and fees in advance of the beginning of the year and subsequent one-fourth payments of tuition and fees to be made at periods designated by the governing board. Subsection (b) of this section applies to tuition and fees payments under this subsection. In this subsection, "general academic teaching institution" and "medical and dental unit" have the meanings assigned by Section 61.003 of this code.


§ 54.008. Tuition Rate Set by Governing Board

(a) The tuition rates provided by Subchapter B of this chapter are minimum rates. Except as provided by Subsection (e), the governing board of each institution of higher education shall set tuition for graduate programs for that institution at a rate that is at least equal to that prescribed by Subchapter B of this chapter, but that is not more than twice the rate prescribed by Subchapter B of this chapter. Between the maximum and minimum rates, the board may set the differential tuition among programs offered by an institution of higher education.

(b) The governing board of a university system is not required to set uniform tuition rates for graduate programs among the component institutions of the system.

(c) The limit on tuition rates provided by Subsection (a) of this section does not apply to tuition at a public junior
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The difference between the minimum rate prescribed by Subchapter B of this chapter and that set by the governing board of an institution of higher education for an institution shall not be accounted for in an appropriations act in such a way as to reduce the general revenue appropriations to that institution.

The governing board of an institution of higher education shall set tuition for an optometry program at the institution at a rate that is at least equal to the rate prescribed by Subchapter B of this chapter but not more than four times the rate prescribed by Subchapter B of this chapter.

The governing board of an institution of higher education shall set tuition for an undergraduate pharmacy program at the institution at a rate that is at least equal to the rate prescribed by Subchapter B of this chapter but not more than twice the rate prescribed by Subchapter B of this chapter.


Amended by Acts 1999, 76th Leg., ch. 89, § 1, eff. May 14, 1999.

§ 54.009. Increase in Tuition Rate or Fees

An institution of higher education that sets the tuition rates and fees for a semester or summer term and permits a student to register for that semester or summer term may not increase the tuition rate or fees charged that student for that semester or summer term after the student registers regardless of whether that student has paid the tuition and fees for that semester or summer term.

Added by Acts 1997, 75th Leg., ch. 711, § 1, eff. Sept. 1, 1997.

§ 54.010. Reduction in Tuition

(a) The governing board of an institution of higher education may reduce the amount of tuition charged to a student under this chapter to an amount less than the amount otherwise required by this chapter if the board:

(1) offers the tuition reduction to the student as part of an institutional policy adopted by the board to:

(A) increase the average semester credit hour course load of students enrolled at the institution; or

(B) improve the retention and graduation rate of students enrolled at the institution; and

(2) determines that the student is:

(A) enrolled in, and making satisfactory progress toward completion of, a degree program offered at the institution; and

(B) enrolled in at least 15 semester credit hours at the institution during the semester or term for which the reduction is offered.

(b) The governing board may offer a tuition reduction under this section in a fixed dollar amount, a percentage amount, or any other manner that the board considers appropriate.

(c) The amount of tuition reduction offered to a student under this section for a semester or term may not exceed the amount of tuition that would have been charged to the student under this chapter for enrollment in three semester credit...
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hours during that semester or term.

(d) For a tuition reduction offered to a student under this section, the governing board may prorate the amount of the reduction based on:

(1) the number of semester credit hours in which the student is enrolled; or

(2) the length of the semester or term for which the student is enrolled.

(e) The governing board is not required to offer a tuition reduction under this section to all institutions of higher education under its governance or to all degree programs offered at an institution of higher education under its governance.

Added by Acts 1999, 76th Leg., ch. 1053, § 1, eff. June 18, 1999.

For text of section as added by Acts 1999, 76th Leg., ch. 1558, § 1, see § 54.010, post.

§ 54.010. Proration of Student Fee

Text of section as added by Acts 1999, 76th Leg., ch. 1558, § 1

For a student fee authorized by this chapter to be charged per academic semester or term, including a fee authorized to be charged per semester credit hour, the governing board of an institution of higher education shall prorate the amount of the fee charged for a term of the summer session of nine weeks or less based on the length of the term, unless the statute authorizing the fee specifies a reduced fee amount for that term.

Added by Acts 1999, 76th Leg., ch. 1558, § 1, eff. June 19, 1999.

For text of section as added by Acts 1999, 76th Leg., ch. 1053, § 1, see § 54.010, ante.

SUBCHAPTER B. TUITION RATES

§ 54.051. Tuition Rates

(a) In this section:

(1) "Coordinating board" means the Texas Higher Education Coordinating Board.

(2) "General academic teaching institution" has the meaning assigned by Section 61.003(2) of this code.

(3) "Medical and dental unit" has the meaning assigned by Section 61.003 of this code.

(4) "Public junior college" has the meaning assigned by Section 61.003(2) of this code.

(b) The governing board of each institution of higher education and of the Texas State Technical College System shall cause to be collected from students registering at the institution tuition or registration fees at the rates prescribed in this section.

(c) Unless a different rate is specified by this section, tuition for a resident student at a general academic teaching institution is the greater of:

(1) $120 for each semester or 12-week summer session and $60 for each six-week summer term; or

(2) $40 per semester credit hour.
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(d) Unless a different rate is specified by this section, tuition for a nonresident student at a general academic teaching institution or medical and dental unit is an amount per semester credit hour equal to the average of the nonresident undergraduate tuition charged to a resident of this state at a public state university in each of the five most populous states other than this state, as computed by the coordinating board under this subsection. The coordinating board shall set the tuition rate provided by this subsection for each academic year and report that rate to each appropriate institution not later than January 1 of the calendar year in which the academic year begins, or as soon after that January 1 as practicable. In computing the tuition rate, the coordinating board shall use the nonresident tuition rates for the other states in effect for the academic year in progress when the board makes the computation.

(e) Tuition for a resident student registered only for thesis or dissertation credit that is the final credit hour requirement for the degree in progress is determined by the governing board of the institution in which the student is enrolled.

(f) Tuition for a resident student enrolled in a program leading to an M.D. or D.O. degree is $6,550 per academic year. Tuition for a nonresident student enrolled in a program leading to an M.D. or D.O. degree is an amount per year equal to three times the rate that a resident student enrolled in a program leading to an M.D. or D.O. degree would pay during the corresponding academic year.

(g) Tuition for a resident student enrolled in a program leading to a D.D.S. degree is $5,400 per academic year. Tuition for a nonresident student enrolled in a program leading to a D.D.S. degree is an amount per year equal to three times the rate that a resident student enrolled in a program leading to a D.D.S. degree would pay during the corresponding academic year.

(h) Tuition for a resident student enrolled in a program leading to a D.V.M. degree is $5,400 per academic year. Tuition for a nonresident student enrolled in a program leading to a D.V.M. degree is an amount per year equal to three times the rate that a resident student enrolled in a program leading to a D.V.M. degree would pay during the corresponding academic year.

(i) Tuition for a resident student registered at a law school is $80 per semester credit hour. Tuition for a nonresident student registered at a law school is the amount that can be charged a nonresident graduate student under Subsection (d) and Section 54.008.

(j) Tuition for a student registered in a program leading to a degree in nursing or in an allied health profession is the same as for students with the same residency registered at a general academic teaching institution.

(k) Tuition for a resident student registered at the Texas State Technical College System is the greater of $50 or an amount set by the governing board of the system at not less than $16 per semester credit hour. Tuition for a nonresident student registered at the Texas State Technical College System is an amount set by the governing board of the system at not less than $80 per semester credit hour.

(l) Resident students or nonresident students registered for a course or courses in art, architecture, drama, speech, or music, where individual coaching or instruction is the usual method of instruction, shall pay a fee, in addition to the regular tuition, set by the governing board of the institution.

(m) Tuition for students who are citizens of any country other than the United States of America is the same as the tuition required of other nonresident students.

(n) Tuition for a resident student registered in a public junior college is determined by the governing board of each institution, but the tuition may not be less than $8 for each semester credit hour and may not total less than $25 for a semester. Tuition for a nonresident student is determined by the governing board of each institution but the tuition may not be less than $200 for each semester.

(o) Renumbered as V.T.C.A., Education Code § 54.063 and amended by Acts 1985, 69th Leg., ch. 708, § 8, eff.
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§ 54.0512. Interim Tuition Rates

Text of section effective until January 1, 2002

(a) Notwithstanding Section 54.051 of this code, tuition for the applicable academic years is as provided by this section.

(b) Tuition for a resident student at a general academic teaching institution is the greater of $120 for each semester or 12-week summer session and $60 for each six-week summer term or:

(1) for the 1994–1995 academic year, $28 per semester credit hour;

(2) for the 1995–1996 academic year, $30 per semester credit hour;

(3) for the 1996–1997 academic year, $32 per semester credit hour;

(4) for the 1997–1998 academic year, $34 per semester credit hour;

(5) for the 1998–1999 academic year, $36 per semester credit hour;

(6) for the 1999–2000 academic year, $38 per semester credit hour; and

(7) for the 2000–2001 academic year, $40 per semester credit hour.

(c) Tuition for a nonresident student at a general academic teaching institution for the 1985–1986 and 1986–1987 academic years is $120 per semester credit hour.

(d) Tuition for a resident student enrolled in a program leading to an M.D. or D.O. degree is:

(1) for the 1985–1986 academic year, $1,219;

(2) for the 1986–1987 academic year, $2,400;

(3) for the 1987–1988 academic year, $3,600; and

(4) for the 1988–1989 academic year, $4,800.

(e) Tuition for a resident student enrolled in a program leading to a D.D.S. degree is:

(1) for the 1985–1986 academic year, $900;
(2) for the 1986–1987 academic year, $1,600;
(3) for the 1987–1988 academic year, $2,500; and
(4) for the 1988–1989 academic year, $3,500.

(f) Tuition for a resident student enrolled in a program leading to a D.V.M. degree is:
(1) for the 1985–1986 academic year, $800;
(2) for the 1986–1987 academic year, $1,200;
(3) for the 1987–1988 academic year, $2,400; and
(4) for the 1988–1989 academic year, $3,600.

(g) Tuition for a resident student registered at a law school is:
(1) for the 1985–1986 academic year, $24 per semester credit hour;
(2) for the 1986–1987 academic year, $36 per semester credit hour; and
(3) for the 1987–1988 academic year, $48 per semester credit hour.

(h) Tuition for academic years not specifically covered by this section is at the rates provided by Section 54.051 of this code. This section expires January 1, 2002.


§ 54.0513. Redesignation of Building Use Fee

(a) The building use fee previously authorized in Section 55.16 of this code is redesignated as tuition.

(b) In addition to amounts that a governing board of an institution of higher education is authorized to charge as tuition under this chapter, the governing board is authorized to charge as tuition the following maximum amounts:

(1) $34 per semester credit hour for the 1997–1998 academic year;
(2) $36 per semester credit hour for the 1998–1999 academic year;
(3) $38 per semester credit hour for the 1999–2000 academic year; and
(4) $40 per semester credit hour for the 2000–2001 academic year and each academic year thereafter.

(c) Amounts collected by an institution of higher education under this section are institutional funds as defined by Section 51.009 of this code and shall be accounted for as designated funds. These funds shall not be accounted for in a general appropriations act in such a way as to reduce the general revenue appropriation to a particular institution.

(d) A governing board may waive all or part of the tuition charged to a student under this section if it finds that the payment of such tuition would cause an undue economic hardship on the student.

(e) Section 56.033 of this code requiring certain percentage amounts of tuition to be set aside for grants and
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§ 54.052. Residents; Nonresidents; General Rules

(a) In this subchapter:

(1) "Residence" means "domicile."

(2) "Resided in" means "domiciled in."

(3) "Dependent" means an individual who is claimed as a dependent for federal income tax purposes by the individual's parent or guardian at the time of registration and for the tax year preceding the year in which the individual registers.

(b) For the purposes of this subchapter, the status of a student as a resident or nonresident student is determined as prescribed by this section, subject to the other applicable provisions of this subchapter.

(c) An individual who is under 18 years of age or is a dependent and who is living away from his family and whose family resides in another state or has not resided in Texas for the 12-month period immediately preceding the date of registration shall be classified as a nonresident student.

(d) An individual who is 18 years of age or under or is a dependent and whose family has not resided in Texas for the 12-month period immediately preceding the date of registration shall be classified as a nonresident student, regardless of whether he has become the legal ward of residents of Texas or has been adopted by residents of Texas while he is attending an educational institution in Texas, or within a 12-month period before his attendance, or under circumstances indicating that the guardianship or adoption was for the purpose of obtaining status as a resident student.

(e) An individual who is 18 years of age or over who has come from outside Texas and who is gainfully employed in Texas for a 12-month period immediately preceding registration in an educational institution shall be classified as a resident student as long as he continues to maintain a legal residence in Texas.

(f) An individual who is 18 years of age or over who resides out of the state or who has come from outside Texas and who registers in an educational institution before having resided in Texas for a 12-month period shall be classified as a nonresident student.

(g) An individual who would have been classified as a resident for the first five of the six years immediately preceding registration but who resided in another state for all or part of the year immediately preceding registration shall be classified as a resident student.

(h) An individual who has come from outside Texas and registered in an educational institution before having resided in Texas for a 12-month period immediately preceding the date of registration is entitled to pay the tuition fee and other fees required of Texas residents if the individual or a member of his family has located in Texas as an employee of a business or organization that became established in this state as part of the program of state economic development and diversification authorized by the constitution and laws of this state and if the individual files with the Texas institution of higher education at which he registers a letter of intent to establish residency in Texas.

(i) The Texas Higher Education Coordinating Board shall adopt rules allowing a homeless individual, as defined by 42 U.S.C. Sec. 11302, who resides in Texas for the 12-month period immediately preceding the date of registration but
who does not have a permanent residence to be classified as a resident student only for purposes of vocational education courses at public junior colleges.


§ 54.0521. Oath of Residency

(a) Before an individual may register at an institution of higher education paying tuition at the rate provided for residents, the individual must affirm under oath, to the appropriate official at the institution, that the individual is entitled to be classified as a resident for purposes of tuition.

(b) If the institution later determines that the individual was not entitled to be classified as a resident at the time of the individual's registration, the individual shall, not later than 30 days after the date the individual is notified of the determination, pay to the institution the amount the individual should have paid as a nonresident.

(c) If the individual fails to make a timely payment as required by this section, the individual is not entitled to receive a transcript or to receive credit for courses taken during the time the individual was falsely registered as a resident student.


§ 54.053. Regulations of Coordinating Board

The governing board of each institution required by this chapter to charge a nonresident tuition or registration fee is subject to the rules, regulations, and interpretations issued by the Coordinating Board, Texas College and University System, for the administration of the nonresident tuition provisions of this subchapter. The rules, regulations, and interpretations promulgated by the coordinating board shall be furnished to the presidents or administrative heads of all Texas public senior and junior colleges and universities.


§ 54.054. Nonresident Status: Presumption; Reclassification

A nonresident student classification is presumed to be correct as long as the residence of the individual in the state is primarily for the purpose of attending an educational institution. After residing in Texas for at least 12 months, a nonresident student may be reclassified as a resident student as provided in the rules and regulations adopted by the Coordinating Board, Texas College and University System. Any individual reclassified as a resident student is entitled to pay the tuition fee for a resident of Texas at any subsequent registration as long as he continues to maintain his legal residence in Texas. Before February 15, 1972, the Coordinating Board, Texas College and University System, shall promulgate such rules and regulations.


§ 54.055. Parents, Change of Residence to Another State

An individual who is 18 years of age or under or is a dependent and whose parents were formerly residents of Texas is entitled to pay the resident tuition fee following the parents' change of legal residence to another state, as long as the individual remains continuously enrolled in a regular session in a state-supported institution of higher education.

§ 54.056. Effect of Marriage

A student who is a resident of Texas and who marries a nonresident is entitled to pay the resident tuition fee as long as the student does not adopt the legal residence of the spouse in another state.


§ 54.057. Aliens

(a) An alien who is living in this country under a visa permitting permanent residence or who has filed with the proper federal immigration authorities a declaration of intention to become a citizen has the same privilege of qualifying for resident status for fee purposes under this Act as has a citizen of the United States. A resident alien residing in a junior college district located immediately adjacent to Texas boundary lines shall be charged the resident tuition by that junior college.


§ 54.058. Military Personnel and Dependents

(a) Military personnel are classified as provided by this section.

(b) A person who is an officer, enlisted person, selectee, or draftee of the Army, Army Reserve, Army National Guard, Air National Guard, Air Force, Air Force Reserve, Navy, Navy Reserve, Marine Corps, Marine Corps Reserve, Coast Guard, or Coast Guard Reserve of the United States, who is assigned to duty in Texas, and the spouse and children of such an officer, enlisted person, selectee, or draftee, are entitled to register in a state institution of higher education by paying the tuition fee and other fees or charges required of Texas residents, without regard to the length of time the officer, enlisted person, selectee, or draftee has been assigned to duty or resided in the state. However, out-of-state Army National Guard or Air National Guard members attending training with Texas Army or Air National Guard units under National Guard Bureau regulations may not be exempted from nonresident tuition by virtue of that training status nor may out-of-state Army, Air Force, Navy, Marine Corps, or Coast Guard Reserves training with units in Texas under similar regulations be exempted from nonresident tuition by virtue of that training status. It is the intent of the legislature that only those members of the Army or Air National Guard or other reserve forces mentioned above be exempted from the nonresident tuition fee and other fees and charges only when they become members of Texas units of the military organizations mentioned above.

(c) As long as they reside continuously in Texas, the spouse and children of a member of the Armed Forces of the United States who has been assigned to duty elsewhere immediately following assignment to duty in Texas are entitled to pay the tuition fees and other fees or charges provided for Texas residents.

(d) A spouse or dependent child of a member of the Armed Forces of the United States, who is not assigned to duty in Texas but who has previously resided in Texas for a 12-month period, is entitled to pay the tuition fees and other fees or charges provided for Texas residents for a term or semester at a state institution of higher education if the member:

(1) at least one year preceding the first day of the term or semester executed a document with the applicable military service that is in effect on the first day of the term or semester and that:
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(A) indicates that the member's permanent residence address is in Texas; and

(B) designates Texas as the member's place of legal residence for income tax purposes;

(2) has been registered to vote in Texas for the entire year preceding the first day of the term or semester; and

(3) satisfies at least one of the following requirements:

(A) for the entire year preceding the first day of the term or semester has owned real property in Texas and in that time has not been delinquent in the payment of any taxes on the property;

(B) has had an automobile registered in Texas for the entire year preceding the first day of the term or semester; or

(C) at least one year preceding the first day of the term or semester executed a will that has not been revoked or superseded indicating that the member is a resident of this state and deposited the will with the county clerk of the county of the member's residence under Section 71, Texas Probate Code.

(e) A Texas institution of higher education may charge to the United States government the nonresident tuition fee for a veteran enrolled under the provisions of a federal law or regulation authorizing educational or training benefits for veterans.

(f) The spouse and children of a member of the Armed Forces of the United States who dies or is killed are entitled to pay the resident tuition fee if the wife and children become residents of Texas within 60 days of the date of death.

(g) If a member of the Armed Forces of the United States is stationed outside Texas and his spouse and children establish residence in Texas by residing in Texas and by filing with the Texas institution of higher education at which they plan to register a letter of intent to establish residence in Texas, the institution of higher education shall permit the spouse and children to pay the tuition, fees, and other charges provided for Texas residents without regard to length of time that they have resided in the state.

(h) The governing board of Midwestern State University may set the resident and nonresident tuition rates for United States military personnel enrolled in the bachelor of science or master of science degree program in radiological sciences at Midwestern State University at the rates the governing board considers appropriate, notwithstanding any other provision of this subchapter, and may exempt those military personnel from all or part of required fees and charges while enrolled in one of those programs. The total amount of tuition and required fees charged to a resident member of the armed forces under this subsection may not be less than the total amount of tuition and required fees charged to other resident students in the same program. United States military personnel enrolled in one of those programs by instructional telecommunication are entitled to pay tuition fees and other fees or charges provided by the board for United States military personnel residing in Texas if they began the program while stationed at a military base or other installation in Texas as a member of the United States Armed Forces. In this subsection, "instructional telecommunication" means instruction delivered primarily by telecommunication technology, including open-channel television, cable television, closed-circuit television, low power television, communication and/or direct broadcast satellite, satellite master antenna system, microwave, videotape, videodisc, computer software, computer networks, and telephone lines.

(i) A former member of the Armed Forces of the United States or the former member's spouse or dependent child is entitled to pay the tuition fees and other fees or charges provided for Texas residents for any term or semester at a state institution of higher education that begins before the first anniversary of the member's separation from the Armed Forces if the former member:

(1) has retired or been honorably discharged from the Armed Forces; and

(2) has complied with the requirements of Subsection (d).
Appendix A: Tuition Policies


Amended by Acts 1997, 75th Leg., ch. 5, § 1, eff. April 17, 1997; Acts 1997, 75th Leg., ch. 1298, § 1, eff. June 20, 1997.

§ 54.059. Faculty and Dependents

A teacher or professor of an institution of higher education, and the spouse and children of such a teacher or professor, are entitled to register in an institution of higher education by paying the tuition fee and other fees or charges required for Texas residents without regard to the length of time the teacher or professor has resided in Texas. A teacher or professor of an institution of higher education and the teacher's or professor's family are entitled to the benefit of this section if the teacher or professor is employed at least one-half time on a regular monthly salary basis by an institution of higher education.


§ 54.060. Resident of Bordering State or Nation or Participant in Student Exchange Program: Tuition

(a) The nonresident tuition fee prescribed by this chapter does not apply to a nonresident student who is a resident of Arkansas, Louisiana, New Mexico, or Oklahoma and who registers in a public upper-level institution of higher education, Lamar State College—Orange, Lamar State College—Port Arthur, a Texas public junior college, or a public technical institute that is situated in a county immediately adjacent to the state in which the nonresident student resides. The nonresident tuition fee prescribed by this chapter does not apply to a nonresident student who is a resident of New Mexico or Oklahoma and who registers in a public technical institute that is situated in a county that is within 100 miles of the state in which the nonresident student resides and who is admitted for the purpose of utilizing available instructional facilities. The nonresident student described in this subsection shall pay an amount equivalent to the amount charged a Texas student registered at a similar school in the state in which the nonresident student resides. For purposes of this subsection, "public upper-level institution of higher education" means an institution of higher education that offers only junior-level and senior-level courses or only junior-level, senior-level, and graduate-level courses.

(b) The foreign student tuition fee prescribed in this chapter does not apply to a foreign student who is a resident of a nation situated adjacent to Texas, who registers in any general academic teaching institution, as defined in Section 61.003(3) of this code, or component of the Texas State Technical College System in a county immediately adjacent to the nation in which the foreign student resides or who registers for lower division courses at a community or junior college having a partnership agreement pursuant to Subchapter N, Chapter 51, of this code, with an upper-level university and both institutions are located in the county immediately adjacent to the nation in which the foreign student resides, or who registers in Texas A&M University—Kingsville or Texas A&M University—Corpus Christi, and, except as provided by this subsection, who demonstrates a financial need after the financial resources of the foreign student and the student's family are considered. The foreign student described in this subsection shall pay tuition equal to that charged Texas residents under Sections 54.051 and 54.0512 of this code. The coordinating board shall adopt rules governing the determination of financial need of students under this subsection and rules governing a pilot project to be established at general academic teaching institutions and at components of the Texas State Technical College System in counties that are not immediately adjacent to the nation in which the foreign student resides.

(c) The coordinating board by rule shall establish a program with the United Mexican States and with Canada for the exchange of students and shall establish programs with other nations for the exchange of students to the extent practicable. The foreign student tuition fee prescribed in this chapter does not apply to a foreign student participating in an exchange program established under this section.

(d) The coordinating board shall adopt rules to determine the number of students who may participate in the
Appendix A: Tuition Policies

programs provided by Subsections (b) and (c) of this section and the students who may transfer from any general academic teaching institution or component of the Texas State Technical College System in a county immediately adjacent to the nation in which the foreign student resides to attend another general academic teaching institution or component of the Texas State Technical College System to complete a degree, certificate, or diploma or attend graduate school.

(e) The payment of resident tuition at Lamar State College—Orange, Lamar State College—Port Arthur, or a public technical institute as authorized by Subsection (a) of this section or at an institution of higher education as authorized by Subsection (f) does not affect the constitutionally dedicated funding to which institutions of higher education are entitled under Article VII, Section 17, of the Texas Constitution.

(f) The nonresident tuition fee prescribed by this chapter does not apply to a nonresident student who is a resident of a county or parish of Arkansas, Louisiana, New Mexico, or Oklahoma that is adjacent to this state and who registers in an institution of higher education, as defined by Section 61.003, the governing board of which has agreed to admit the student at the resident tuition fee prescribed by this chapter. The state in which the student resides must allow a resident of a county of this state that is adjacent to that state to register in a public institution of higher education in that state at the tuition fee charged residents of that state. The student shall pay tuition equal to that charged residents of this state at the institution.

(g) In this section, "public technical institute" has the meaning assigned by Section 61.003 of this code.

(h) Repealed by Acts 1999, 76th Leg., Ch. 767, § 6, eff. June 18, 1999.


Amended by Acts 1997, 75th Leg., ch. 197, § 1, eff. Sept. 1, 1997; Acts 1997, 75th Leg., ch. 753, § 1, eff. June 17, 1997; Acts 1997, 75th Leg., ch. 1388, § 1, eff. Sept. 1, 1997; Acts 1999, 76th Leg., ch. 767, §§ 3, 6, eff. June 18, 1999.

§ 54.0601. Nonresident Tuition Rates at Certain Institutions

On the written request of the governing board of a general academic teaching institution located not more than 100 miles from the boundary of this state with another state, the Texas Higher Education Coordinating Board may set a nonresident tuition rate that is lower than the nonresident tuition rate otherwise provided by this chapter if the coordinating board determines that the lower rate is in the best interest of the institution and will not cause unreasonable harm to any other institution of higher education.


§ 54.061. Penalty for Noncompliance with Rules

The governing board of an institution of higher education may assess and collect from each nonresident student who fails to comply with the rules and regulations of the board concerning nonresident fees a penalty not to exceed $10 a semester.


§ 54.062. Tuition Limit in Cases of Concurrent Enrollment

When a student registers at more than one public institution of higher education at the same time, his tuition charges shall be determined in the following manner:
Appendix A: Tuition Policies

(1) The student shall pay the full tuition charge to the first institution at which he is registered; and in any event he 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 his total tuition charge at the second institution and his 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 he is registered, that student shall be considered a Texas resident at each of the institutions at which he is concurrently registered for the purposes of determining the proper tuition charges. Nothing in this subsection shall be so construed as to allow a nonresident to pay resident tuition except at institutions covered by Section 54.060 of this code.


§ 54.063. Teaching or Research Assistant

A teaching assistant or research assistant of any institution of higher education and the spouse and children of such a teaching assistant or research assistant are entitled to register in a state institution of higher education by paying the tuition fees and other fees or charges required for Texas residents under Section 54.051 of this code, without regard to the length of time the assistant has resided in Texas, if the assistant is employed at least one-half time in a teaching or research assistant position which relates to the assistant's degree program under rules and regulations established by the employer institution.


§ 54.064. Scholarship Student

(a) A student who holds a competitive scholarship of at least $1,000 for the academic year or summer for which the student is enrolled and who is either a nonresident or a citizen of a country other than the United States of America is entitled to pay the fees and charges required of Texas residents without regard to the length of time the student has resided in Texas. The student must compete with other students, including Texas residents, for the scholarship and the scholarship must be awarded by a scholarship committee officially recognized by the administration and be approved by the Texas Higher Education Coordinating Board under criteria developed by the board.

(b) The total number of students at an institution paying resident tuition under this section for a particular semester may not exceed five percent of the total number of students registered at the institution for the same semester of the preceding academic year.

Appendix A: Tuition Policies

A-4. TUITION RATES

[1] The tuition rates for in-district college-credit students shall be set by the Board. Except when the Board explicitly directs otherwise, tuition rates for other students shall be set by the President in accordance with this policy. To the extent feasible, general charges shall be assessed as tuition.

[2] In order to maintain a tuition differential that is fair both to ACC taxpayers and to Texas resident ACC students who live outside the taxing district, the credit-hour differential for such students shall reflect the local tax effort in support of in-district students. It shall thus be the ratio of annual property-tax revenues to annual in-district credit hours, except that any term-to-term increase in the differential shall be no more than $3 per credit-hour. The President is authorized and encouraged to use any available method to lessen the impact of this tuition differential on economically-disadvantaged students.

[3] The further per-credit-hour differential in tuition rates for students who do not qualify as Texas residents shall be no less than the ratio of all revenues from state government to total credit hours by in-state students.

[4] The President may adopt rules waiving all or part of the tuition and/or other charges for senior citizens or students enrolled under a joint-credit agreement with a school district, with an annual report to the Board on the nature and extent of such waivers.

[5] The President shall set charges for non-credit and continuing-education classes that at least cover operational, indirect, and overhead costs, except where specific below-cost sectors have been approved by Board vote.


A-7. IMPLEMENTATION OF FEES

[1] Student fees must be approved annually by the Board, with justifications, revenue/cost estimates, and proposed changes listed during budget deliberations.

[2] The implementation of a fee shall be guided by a different principle than tuition. In particular fees shall be assessed to cover identified costs, not to generate revenue.

(a) No course fee for credit classes shall be imposed unless it can be clearly linked to materials, laboratories, services, equipment, or specialized non-classroom-based one-to-one instruction that are unique to that course. These are completely or partially consumed or used by an individual student during the semester. Moreover such consumption or use must be in such a manner that re-use by future students would be adversely impacted or not possible because of their nature or that requires frequent replacement because of such use or consumption.

(b) In addition to the reason outlined in 2(a) above, no course fee shall be imposed unless it can also be demonstrated that without such a fee, the course would require a subsidy of general revenue funds. A fee may also be imposed for a credit course for which the college does not receive state reimbursement

[3] The administration shall provide to the board a justification based upon these principles prior to the imposition of any new fee.

The Austin Community College Board of Trustees adopted this policy on October 2, 2000. Section [1] had previously been a provision of Policy A-4.
ALAMO COMMUNITY COLLEGE DISTRICT
015501

ADMISSIONS AND ATTENDANCE:
TUITION

The District may collect from students attending the institution tuition law. No student may be refused admission to or discharged from a the nonpayment of tuition, except as permitted by law. Education

On or before the dates for reporting official enrollments each semester, the District shall collect in full from each student counted for state aid purposes the amounts set as tuition by the respective governing boards. Valid contracts with the United States Government of eligible military personnel, and valid contracts with private business or institutions of service organizations or institutions may be considered as collective subject to adjustments after final payment. Appropriations Acts of Legislature

TUITION EXEMPTION

The Board of Trustees may exempt from payment of tuition all students who are District and who are enrolled for twelve or more semester credit hours. This action will allow the college to participate in and benefit from the programs provided by Sections 1-7, Title I, 64 Stat. 1100, as amended, 20 U 241-1. Education Code 130.085(a)

Students attending the colleges of the District may be exempt from tuition as allowed by law. (See Education code 54.201, 54.203-.2

OATH OF RESIDENCY

Before registering to pay tuition at a resident rate, a student must be to the appropriate college official that he or she is entitled to be a resident for tuition purposes. If the college determines that a student be classified as a resident at registration, the student shall pay the nonresident not later than thirty days after he is notified. If timely payment is made, the student is entitled to receive a transcript or credit for the course falsely registered as a resident student. Education Code 54 21.38(C) [See FBA] [See FBA]

RESIDENT STUDENTS TUITION RATES

Tuition for resident students shall be determined by the Board, but shall not exceed $8 per semester credit hour. Tuition for a nonresident student determined by the Board, but may not be less than $200 for each 1. Education Code 54.051(n), 130.003(b)


The District shall comply with the State Appropriations for Public Education funds in the collection of fees and tuition. Education Code 130.01.
Appendix A: Tuition Policies

ALAMO COMMUNITY COLLEGE DISTRICT
015501

ADMISSIONS AND ATTENDANCE:
TUITION

WAIVER OF NONRESIDENT TUITION

The Board may waive the difference in the rate of tuition for nonresident students for individuals, or their dependents, who own or are subject to ad valorem taxation by the District. Persons, or their dependents, for such waiver shall verify property ownership by presentation of a statement or receipt issued by the tax office of the District, or by a deed, property closing statement, or other appropriate evidence of property which is subject to ad valorem taxation by the District. If accepted at the time of enrollment, verification of the student as a taxpayer must be provided by the end of the semester of enrollment. The student is not eligible for waiver of the non-resident tuition rate due to ad valorem taxes. Education Code 130.003(b); 19 TAC 21.37

Tuition for students who are citizens of any country other than the Americas is the same as tuition required of other nonresident students. Education Code 54.051(m)

A student who holds a competitive academic scholarship of at least an academic year or summer for which the student is enrolled and who is nonresident or a citizen of a country other than the United States is entitled to pay the fees and charges required of resident students. Such scholarships must be awarded by a scholarship committee recognized by the Board. Education Code 5-9.

INDIVIDUALIZED COURSES

The amount charged nonresident students who have not received a nonresident tuition need not be greater than the amount required by the Board. Education Code 130.003(b)

EMPLOYEES AND DEPENDENTS

College students registered for a course or courses in art, architecture, speech, or music, where individual coaching or instruction is the instruction, shall pay a fee in addition to the regular tuition. The fee is determined by the Board. Education Code 54.051(1)

A teaching assistant, teacher, professor or research assistant of this college and his or her spouse and children shall be able to register paying the tuition fees and other fees or charges required for Texas Education Code 54.051, without regard to the length of time he or she is employed at least one-half time research position which relates to his or her degree program unless prohibited by established by the employer institution. Derived from 54.052, 54.053
Appendix A: Tuition Policies

ALAMO COMMUNITY COLLEGE DISTRICT
015501

ADMISSIONS AND ATTENDANCE:

TUITION

TUITION REFUNDS
Students who officially withdraw shall have tuition and mandatory follows:

FALL/SPRING
1. Prior to first class day - 100%
2. During first five class days - 80%
3. During second five class days - 70%
4. During third five class days - 50%
5. During the fourth five class days - 25%
6. After the fourth five class days - none

SUMMER
1. Prior to first class day - 100%
2. During first three class days - 80%
3. During the next three class days - 50%
4. After sixth class day - none

19 TAC 9.103

WITHDRAWAL FOR MILITARY SERVICE
If a student withdraws because he or she is called to active military District, at the student's option, shall refund the tuition and fees for the semester in which the student withdraws. (See EGA for general options) Education Code 54.006(f)
### ALAMO COMMUNITY COLLEGE DISTRICT
TUITION AND FEE SCHEDULE
EFFECTIVE SPRING 2001

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<tr>
<th>Sem. Hrs. taken</th>
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<th>Resident of Texas -- Out-of-District</th>
<th>Non-Texas -- Residents &amp; International Students</th>
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For each summer term, the General Fee will be $80.00.

Minimum tuition for each summer term will be $90.00 for In-District Texas residents, $166.50 for Out-of-District Texas residents, and $322.50 for Non-Texas residents and international students.

Any student currently enrolled as of the official census date who subsequently enrolls in a Flexible entry class organized in the same semester will be assessed tuition and fees as though another class was being added to the student’s current load.

The registration fee will be $10.00 for fall and spring semesters and $6.00 for each summer session.

A library fee of $10.00 will be charged per student per semester and each summer term.

Parking fees for the full year will be $10.00 and after January 1, $5.00. Parking fines will be $4.00 and if not paid within 10 days, $10.00.
# Tuition and Fees

CCCD reserves the right to collect additional tuition and fees if it is determined that the student registered under an incorrect residency status or if tuition and fees are increased by the CCCCD Board of Trustees.

## Collin County tuition
## Out of County tuition
## Out of State/Out of Country tuition
## Other fees

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*Minimum per-semester tuition required by law. Lab fees not included in above fees. Lab fees vary by course and are not included in tuition schedule.

Firefighters and high school honor graduate students who qualify for a tuition waiver are required to pay the $9 building use and student records fees charged to all students.

Students also pay a one-time non-refundable $2 student ID card fee. Replacement cards are $2.
***All fees subject to change upon approval of the CCCCD Board of Trustees.

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<th>Total Credit Hrs.</th>
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* Minimum per-semester tuition required by law. Lab fees not included in above fees. Lab fees vary by course and are not included in tuition schedule.

Firefighters and high school honor graduate students who qualify for a tuition waiver are required to pay the $9 building use and student records fees charged to all students.

Students also pay a one-time non-refundable $2 student ID card fee. Replacement cards are $2.
***All fees subject to change upon approval of the CCCCD Board of Trustees.

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*Minimum per-semester tuition required by law. Lab fees not included in above fees. Lab fees vary by course and are not included in tuition schedule.

Firefighters and high school honor graduate students who qualify for a tuition waiver are required to pay the $9 building use and student records fees charged to all students. Students also pay a one-time non-refundable $2 student ID card fee. Replacement cards are $2.

**Minimum tuition: $200.

***All fees subject to change upon approval of the CCCCD Board of Trustees.
Appendix A: Tuition Policies

ADMISSIONS AND ATTENDANCE: TUITION

The College District may collect from students attending the institution tuition as permitted by law. No student may be refused admission to or discharged from any institution for the nonpayment of tuition, except as permitted by law. Education Code 54.003

On or before the dates for reporting official enrollments each semester to the Coordinating Board, the College District shall collect in full from each student that is to be counted for state aid purposes the amounts set as tuition by the respective governing boards. Valid contracts with the United States Government for instruction of eligible military personnel, and valid contracts with private business and public service organizations or institutions may be considered as collections thereunder but subject to adjustments after final payment. Appropriations Acts of the Texas Legislature.

TUITION EXEMPTION

The Board may exempt from payment of tuition all students who are residents of the College District and who are enrolled for twelve or more semester credit hours, provided that this action will allow the College District to participate in and benefit from funds available as provided by Sections 1-7, Title I, 64 Stat. 1100, as amended, 20 U.S.C. Secs. 236241-1. Education Code 130.085(a)

Students attending the College District may be exempt from the payment of tuition as allowed by law. [See Education Code 54.201, 54.203-205, 54.207-214, 54.219, 54.2155]

OATH OF RESIDENCY

Before registering to pay tuition at a resident rate, a student must affirm under oath to the appropriate College District official that he or she is entitled to be classified as a resident for tuition purposes. If the College District determines that a student is not entitled to be classified as a resident at registration, the student shall pay the amount due as a nonresident not later than 30 days after he or she is notified. If timely payment is not made, the student is not entitled to receive a transcript or credit for courses taken while falsely registered as a resident student. Education Code 54.0521; 19 TAC 21.38(c) [See FBA(LEGAL)]

RESIDENT STUDENTS

TUITION RATES

Tuition for resident students shall be determined by the Board, but may not be less than $8 per semester credit hour. Tuition for a nonresident student shall be determined by the Board, but may not be less than $200 for each semester. Education Code 54.051(n), 130.003(b)

The College District may charge tuition in amounts that are greater than the rates specified in Education Code 130.003. Atty. Gen. Op.
Appendix A: Tuition Policies

M-940 (1971)

The College District shall comply with the State Appropriations for Public Junior Colleges in regard to the collection of fees and tuition.

Education Code 130.003

The College District shall inform in writing each new undergraduate student enrolling at the College District of the limitation provided by law on the number of hours that a Texas resident is entitled to complete while paying tuition at the rate provided for Texas residents.

Education Code 34.068

The Board shall provide for the payment of tuition and 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. One-half payment of tuition and fees in advance of the beginning of the semester, one-quarter payment prior to the start of the sixth class week, and the final one-quarter payment before the beginning of the eleventh class week.

A student who fails to make full payment of tuition and fees, including any incidental fees, by the due date may be prohibited from registering for classes until full payment is made. A student who fails to make payment prior to the end of the semester may be denied credit for the work done that semester. The Board may not impose on a student any sanction authorized by this subsection unless the Board includes in any promissory note signed by a student the following statement printed in boldfaced type or in capital letters: "A STUDENT WHO FAILS TO MAKE FULL PAYMENT OF TUITION AND FEES, INCLUDING ANY INCIDENTAL FEES, BY THE DUE DATE MAY BE PROHIBITED FROM REGISTERING FOR CLASSES UNTIL FULL PAYMENT IS MADE. A STUDENT WHO FAILS TO MAKE PAYMENT PRIOR TO THE END OF THE SEMESTER MAY BE DENIED CREDIT FOR THE WORK DONE THAT SEMESTER." The governing board shall notify a student of any delinquent tuition or fee payment as soon as practicable. The College District's records may be adjusted to reflect the student's failure to have properly enrolled for that semester.

Education Code 34.007 (a), (c)

The Board may reduce the amount of tuition charged to a student to an amount less than the amount otherwise required if the Board:

1. Offers the tuition reduction to the student as part of an institutional policy adopted by the Board to:
   a. Increase the average semester, credit-hour course load of students enrolled at the College District; and
   b. Improve the retention and graduation rate of students enrolled at the College District; and
2. Determines that the student is:
   a. Enrolled in, and making satisfactory progress toward completion of, a degree program offered at the College District; and
Appendix A:  Tuition Policies

b. Enrolled in at least 15 semester credit hours at the
   College District during the semester or term for which the
   reduction is offered.

The Board may offer a tuition reduction in a fixed dollar amount, a
percentage amount, or any other manner that the Board considers
appropriate.

The amount of tuition reduction offered to a student for a semester or
term may not exceed the amount of tuition that would have been
charged to the student for enrollment in three semester credit hours
during that semester or term.

For a tuition reduction offered to a student under this section, the
Board may prorate the amount of the reduction based on:

1. The number of semester credit hours in which the student is
   enrolled; or
2. The length of the semester or term for which the student is
   enrolled.

The Board is not required to offer a tuition reduction to all institutions
of higher education under its governance or to all degree programs
offered at an institution of higher education under its governance.

\textit{Education Code 54.010}

The Board may waive the difference in the rate of tuition for
nonresident and resident students for individuals, or their dependents,
who own property which is subject to ad valorem taxation by the
College District. Persons, or their dependents, applying for such
waiver shall verify property ownership by presentation of an ad
valorem tax statement or receipt issued by the tax office of the
College District; or by presentation of a deed, property closing
statement, or other appropriate evidence of ownership of property
which is subject to ad valorem taxation by the College District. If a
sworn affidavit is accepted at the time of enrollment, verification of
the student as an ad valorem taxpayer must be provided by the end of
the semester of enrollment. A foreign student is not eligible for waiver
of the nonresident tuition rate due to payment of ad valorem taxes.

\textit{Education Code 130.0032(a); 19 TAC 21.37}

The Board may allow a person who resides outside the College
District and in the taxing district of a contiguous public junior college
district to pay tuition and fees at the rate applicable to a student who
resides in the College District.

The Board may allow a person who resides outside the College
District to pay tuition and fees at a rate less than the rate applicable to
other persons residing outside the College District, but not less than
the rate applicable to a student who resides in the College District, if
the person:

1. Resides within the service area of the College District;
2. Does not reside in an independent school district that meets the
criteria of the coordinating board for the establishment of a
   junior college district under Section 130.013; and
3. Demonstrates financial need in accordance with rules adopted
Appendix A: Tuition Policies

by the Texas Higher Education Coordinating Board.

Education Code 130.0032

Tuition for students who are citizens of any country other than the United States of America is the same as tuition required of other nonresident students. Education Code 54.051(m)

A student who holds a competitive scholarship of at least $1000 for the academic year or summer for which the student is enrolled and who is either a nonresident or a citizen of a country other than the United States of America is entitled to pay the fees and charges required of resident students. The scholarship must be awarded by a scholarship committee recognized by the administration and must be approved by the Coordinating Board. Education Code 54.064

The amount charged nonresident students who have not received a waiver of nonresident tuition need not be greater than the amount required by law on January 1, 1971. Education Code 130.003(b)

RESIDENT OF BORDERING STATE

The nonresident tuition fee shall not apply to a nonresident student who is a resident of Arkansas, Louisiana, New Mexico, or Oklahoma and who registers in a two-year institution in the Lamar University system or Texas public junior college situated in a county immediately adjacent to the state in which the nonresident student resides. The nonresident junior college student described in this section shall pay an amount equivalent to the amount charged a Texas student registered at a similar school in the state in which the nonresident student resides. Education Code 54.060

INDIVIDUALIZED COURSES

College District students registered for a course or courses in art, architecture, drama, speech, or music, where individual coaching or instruction is the usual method of instruction, shall pay a fee in addition to the regular tuition. The fee shall be as set by the Board. Education Code 54.051(f)

EMPLOYEES AND DEPENDENTS

A teaching assistant, teacher, professor or research assistant, and his or her spouse and children of the College District shall be able to register in the College District by paying the tuition fees and other fees or charges required for Texas residents under Education Code 54.051, without regard to the length of time he or she or she has resided in Texas; provided that he or she is employed at least one-half time in a teaching or research position which relates to his or her degree program under rules and regulations established by the employer institution. Education Code 54.059, 54.063

STUDENTS 55 YEARS OF AGE OR OLDER

The College District may charge a student 55 years of age or older tuition and fees at rates that are lower than the rates otherwise provided, under the condition that a student under 55 years of age will not be precluded from enrolling in a course for credit toward a degree or certificate. The College District may set additional qualifications that a student must meet to qualify for tuition and fees at rates set under this section and may set different rates for different programs, campuses, or courses. The College District may set rates under this section for resident students, nonresident students, or both, and may set different rates for resident students and nonresident students.
A tuition or fee rate set under this section must apply uniformly to each student that meets the applicable qualifications set by the College District to pay tuition or fees at that rate.

_Education Code 54.067(a)(b)_

If a student withdraws because he or she is called to active military service, the College District, at the student's option, shall refund the tuition and fees paid by the student for the semester in which the student withdraws. _Education Code 54.006(f)_ [See EGA (LEGAL) for grading and credit options]

**WITHDRAWAL FOR MILITARY SERVICE**

**REFUNDS**

The College District, as soon as practicable, shall at a minimum refund mandatory fees and tuition in excess of the minimum tuition collected for courses from which the students drop or withdraw, according to the following schedule. For courses that meet on what the College District considers a regular schedule, class days refer to the number of calendar days the institution normally meets for classes, not the days a particular course meets. For courses that meet on an unusual or irregular schedule, the College District may exercise professional judgment in defining a class day. The indicated percentages are to be applied to the tuition and mandatory fees collected for each course from which the student is withdrawing. The College District may not delay a refund on the grounds that the student may withdraw from the institution or unit later in the semester or term. The College District may assess a nonrefundable $15 matriculation fee if the student withdraws from the College District before the first day of classes.

For Coordinating Board-approved semester-length courses for which semester credit hours are awarded:

1. A 100 percent refund is to be made for courses dropped prior to the first class day.
2. During the fall or spring semester or comparable trimester:
   a. During the first 15 class days, 70 percent
   b. During the 16th through 20th class days, 25 percent
   c. After the 20th class day, none; and
3. Six-week summer semester:
   a. During the first five class days, 70 percent
   b. During the sixth and seventh class days, 25 percent
   c. After the seventh class day, none.

For flex entry and nonsemester-length courses with a census date other than the 12th class day (fourth class day for a six-week summer semester):

1. Prior to the first class day, 100 percent
2. After classes begin, see table:
### Drops and Withdrawals

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*19 TAC 21.5*

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**DATE ISSUED:** 12/18/2000  
**UPDATE 15**  
**FBB(H)-LJC**
Appendix A: Tuition Policies

Dallas Co Community College District
057501

ADMISSIONS AND ATTENDANCE: TUTION

GENERAL POLICY

Tuition and fees shall be charged in accordance with state statutes and regulations and according to schedules established by the Board. Tuition for noncredit courses both reimbursable and nonreimbursable both reimbursable and nonreimbursable will be determined by the nature of the course and the expenses involved.

REIMBURSABLE CONTINUING EDUCATION

1. The District will charge students who taken noncredit continuing education courses when Continuing Education Units (CEU) are awarded and the courses are eligible for state funding, except in the following circumstances:
   a. The District may charge zero tuition per student if a significant portion of the District's costs for facilities, instructor salary, equipment, and/or other expenses are covered by monetary and/or in-kind contributions from business or industry, federal, state, or private grant sources, or other public or private contributors. Significant portion means any amount mutually agreed upon by the District provider of services and the contributors.
   b. The District may charge zero tuition per student for courses taught in federal prisons or to federal prisoners if facilities, equipment supplies, or other expenses are borne by the federal government.

2. The District's minimum tuition shall be $0.50 per contract hour for student in reimbursable continuing education except as noted in 1.a. and 1.b. above.

3. In contract training, continuing education courses where CEU are earned, the District shall charge a minimum out-of-state tuition of $4 per contract hour to nonresident students who are brought from out-of-state for these courses if reimbursement is sought.

SPECIAL FEES AND CHARGES

The Chancellor shall be authorized to set the fees and charges for specialized services and programs provided by the District colleges. Other special fees may be assessed as new services or programs are developed with special laboratory costs. These fees will be kept to a basic practical minimum for the program of service involved. See FN for further information.

DISTANCE LEARNING FEE

A distance learning fee of $55 per credit hour, a minimum of $165 for a three-credit-hour course shall be charged only to out-of-state students who receive all services remotely through the District's "Virtual College." This fee may be adjusted depending on contracted services with distance learning partners.

REFUND POLICY

The refund policy of the District is based upon state regulations and on the fact that student tuition and fees provide only a fraction of the cost of offering educational opportunities. When a student enrolls in a class, he or she reserves a place which cannot be made available to another student...
Appendix A: Tuition Policies

until he or she officially drops the class. Also, a student's original enrollment represents a sizable cost to the District, whether or not he or she continues in that class. Therefore, refunds will be made only under the following conditions:

1. A student who officially withdraws from semester-length courses for which credit hours are awarded in the institution shall be refunded, as soon as practicable, a percentage of collected tuition and mandatory fees according to the following schedule:
   a. Fall or spring semester:
   
<table>
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<th>Time Period</th>
<th>Refund Percentage</th>
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<td>(1) Prior to the first class day</td>
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<td>(2) During the 1st through the 15th class days</td>
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<tr>
<td>(2) During the 1st through the 5th class days</td>
<td>70%</td>
</tr>
<tr>
<td>(3) During the 6th through the 7th class days</td>
<td>25%</td>
</tr>
<tr>
<td>(4) Eighth day of class and thereafter</td>
<td>None</td>
</tr>
</tbody>
</table>

2. For flexible entry and nonsemester-length courses with an official reporting date other than the 12th class day (4th class day for a summer session):

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to the first class day</td>
<td>100%</td>
</tr>
<tr>
<td>After class begins see table below:</td>
<td>70%</td>
</tr>
</tbody>
</table>
Appendix A: Tuition Policies

<table>
<thead>
<tr>
<th>Length of Class Term in Weeks</th>
<th>Last Day for 70% Refund</th>
<th>Last Day for 25% Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 or less</td>
<td>2</td>
<td>NA</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>4</td>
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<td>5</td>
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<td>17</td>
</tr>
<tr>
<td>15</td>
<td>14</td>
<td>19</td>
</tr>
<tr>
<td>16 or longer</td>
<td>16</td>
<td>20</td>
</tr>
</tbody>
</table>

3. In applying the refund schedules in items 1 and 2 above, refunds are calculated based upon net charges for hours "dropped" and "added" if occurring prior to the official reporting date.

4. A student may appeal a refund decision to the refund petitions committee at the campus.
   a. Refund petitions, accompanied by an explanation of any extenuating circumstances, shall be submitted to the refund petitions committee on the campus.
   b. If the petition is approved by the committee, the student shall be notified and shall receive a refund of tuition and fees according to the appropriate schedules in this policy.

5. A student must submit a request for refund before the end of the semester or summer session for which the refund is requested, otherwise the request is barred.

6. Mandatory fees shall include, but not be limited to, student activity fees, laboratory fees, private lesson fees, physical education activity fees, registration fee, technology fee, and other mandatory fees. See FN for information.

7. The college academic calendar shall specify the last day for withdrawal with refund.

8. A student who withdraws from the institution prior to the first class day may be assessed a nonrefundable $15 fee as provided by THECB regulations.

CONTINUING EDUCATION REFUND

Continuing education refunds shall be handled as follows:

1. Students who submit a request for withdrawal, either written or verbal, from a continuing education course shall have their tuition and mandatory fees refunded according to the following schedule:
   a. Prior to the first class day of the course (i.e., by the close of
business on the last business day preceding the first scheduled meeting day of the course ... 100%

b. During the first two class days of the course (i.e., by the close of business on the second scheduled meeting day of the course) ... 80%

c. After the second class day of the course ... NONE

2. Separate refund schedules may be established by a college for course-related or optional fees such as course supplies and textbooks, parking, facilities/lab usage, etc.

3. Tuition and fees paid directly to the institution by a sponsor, donor, employer, or scholarship shall be refunded based on the terms stipulated by the funding source.

4. A student may appeal a refund decision to the Refund Petitions Committee or the dean of continuing education at the campus.
   a. Refund petitions, accompanied by an explanation of any extenuating circumstances, shall be submitted to the Refund Petitions Committee or the dean of continuing education on the campus.
   b. If the petition is approved by the committee or the dean of continuing education, the student shall be notified and shall receive a refund of tuition and fees according to the appropriate schedules in this policy.

5. Petitions for refunds will not be accepted after the end of the quarter for which the refund is being sought.

6. This refund policy applies specifically to students enrolling individually in publicly offered continuing education courses that have more than two class meetings.

7. In cases of one and two day courses, conferences, tours and other special events, the campus may publish and enforce an alternate refund policy and schedule.

SENIOR CITIZEN WAIVER

If a senior citizen who resides or owns property subject to ad valorem taxation in Dallas County enrolls in credit courses, the District shall waive a maximum of six hours tuition each semester or summer session if space is available; however, all other fees and charges apply. In this provision, "senior citizen" means a person 65 years or older.

SEMMESTER TUITION

Tuition for all semesters is as follows:

| 1. Dallas County residents * | $26 per credit unit or a minimum of $26 |
| 2. Out-of-District residents | $46 per credit unit or a minimum of $46 |
| 3. Out-of-state residents   | $76 per credit unit or a minimum of $200 |
| 4. Out-of-country residents | $76 per credit unit or a minimum of $200 |

* A full-time District employee, District retiree, or eligible dependent who resides outside Dallas County is eligible for Dallas County tuition rates. An individual who would have been classified as a resident for the first five of the six years immediately preceding registration but who resided in another state for all or part of the year immediately preceding registration shall be classified as a resident student.

TUITION WAIVERS

Pursuant to the authorization contained in the Education Code, Section 130.0032, the Board authorizes a person who resides outside the District, but is a state resident and who owns property subject to ad valorem taxation by the District, or a dependent of the person, to pay tuition at the
rate that applies to a student who resides in the District.

An individual who has come from outside the state of Texas and registered with a college before having resided in the state for a 12-month period immediately preceding the date of registration and his or her dependents are entitled to pay the tuition and other fees required of Texas residents if the individual has located in Texas as an employee of a business or organization that became established in this state as part of the state's economic development and diversification program authorized by the constitution and laws of this state and if the individual files with the college a letter of intent to establish residency in Texas.

The charge for auditing a course is the same as taking the course for credit.

The Dallas County tuition rate applies to an employee of a business that owns property subject to ad valorem taxation in Dallas County if the business pays the tuition directly to the District.

DATE ISSUED: 06/18/2001
LDU-25-01
FBB(L)-X
Dallas Co Community College District
057501

ADMISSIONS AND ATTENDANCE:
TUITION

TUITION

ALL SEMESTERS
EFFECTIVE FALL SEMESTER 2001

<table>
<thead>
<tr>
<th>Semester Credit Hours</th>
<th>In-County Tuition</th>
<th>Out-of-District Tuition</th>
<th>Out-of-State Out-of-Country Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$26</td>
<td>$46</td>
<td>$200</td>
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<tr>
<td>2</td>
<td>52</td>
<td>92</td>
<td>200</td>
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<td>552</td>
<td>912</td>
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<td>338</td>
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<td>988</td>
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<td>364</td>
<td>644</td>
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<td>1,216</td>
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<td>448</td>
<td>828</td>
<td>1,368</td>
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<tr>
<td>19</td>
<td>434</td>
<td>874</td>
<td>1,444</td>
</tr>
<tr>
<td>20</td>
<td>520</td>
<td>920</td>
<td>1,520</td>
</tr>
</tbody>
</table>

Semester Tuition
Tuition for all semesters is as follows:
1. Dallas County Residents $26 per credit unit or a minimum of $26
2. Out-of-District Residents $46 per credit unit or a minimum of $46
3. Out-of-State Residents $76 per credit unit or a minimum of $200
4. Out-of-Country Residents $76 per credit unit or a minimum of $200
Appendix A: Tuition Policies

STUDENT FEES, FINES, AND CHARGES

RIGHT TO COLLECT SPECIAL FEES

The Board shall have the right to collect special fees authorized by law. Education Code 54.005

The College District may not collect from students any fee or charge except as permitted by law. Students may not be refused admission to or be discharged from the College District for the nonpayment of any fee or charge except as permitted by law. Education Code 54.003

LABORATORY FEES

The College District shall set and collect a laboratory charge in an amount sufficient to cover in general the cost of laboratory materials and supplies used by a student. The laboratory charge shall be not more than $24 for any one semester or summer term for any student in any one laboratory course, but shall not exceed the cost of actual materials and supplies used by the student. Education Code 54.501

GENERAL PROPERTY DEPOSITS

The College District shall collect a reasonable deposit not to exceed $10 from each student to insure the institution against losses, damages, and breakage in libraries and laboratories. The deposit shall be returned on the withdrawal or graduation of a student, less any loss, damage, or breakage caused by the student. Education Code 54.502

STUDENT DEPOSIT FUND

The student deposit fund consists of the income from the investment or time deposits of general property deposits and of forfeited general property deposits. Any general property deposit which remains without call for refund for a period of four years from the date of last attendance of the student making the deposit shall be forfeited and become a part of the student deposit fund. Nothing in this section shall be construed to prohibit refund of any balance remaining in a general property deposit when made on proper demand and within the four-year limitation period. The Board may require that no student withdraw his deposit until he has been graduated or has apparently withdrawn from school.

The student deposit fund shall be used, at the discretion of the Board, for making scholarship awards to needy and deserving students.

The Board shall administer the scholarship awards for the institution, including the selection of recipients and the amounts and conditions of the awards. The recipients of the scholarships must be residents of the state as defined for tuition purposes.

Not later than August 31 of each fiscal year, each institution of higher education that has an unobligated and unexpended balance in its student deposit fund that exceeds 150 percent of the total deposits to that fund during that year shall remit to the Texas Higher Education Coordinating Board the amount of that excess. The Coordinating
Appendix A: Tuition Policies

Board shall allocate on an equitable basis amounts received under this subsection to institutions of higher education that do not have an excess described by this subsection for deposit in their student deposit fund. The amount allocated under this subsection may be used only for making scholarship awards to needy and deserving students under this section.

Education Code § 54.5021

STUDENT FEE ADVISORY COMMITTEE

Prior to recommending the student fee budget to the Board, the Chancellor shall consider the report and recommendations of a student fee advisory committee. Each committee shall be composed of the following nine members:

1. Five student members who are enrolled for not less than six semester credit hours at the College District and who are representative of all students enrolled at the College District, selected by one of the following methods:
   a. If the College District has a student government, the student government shall appoint three students to serve two-year terms on the committee and two students to serve one-year terms on the committee.
   b. If the College District does not have a student government, the students enrolled at the College District shall elect three students to serve two-year terms on the committee and two students to serve one-year terms on the committee. A candidate for a position on the committee must designate whether the position is for a one-year or two-year term.

2. Four members who are representative of the entire College District, appointed by the Chancellor.

A student member of the committee who withdraws from the College District must resign from the committee.

A vacancy in an appointive position on the committee shall be filled for the unexpired portion of the term in the same manner as the original appointment. A vacancy in an elective position on the committee shall be filled for the unexpired portion of the term by appointment by the Chancellor.

The committee shall:

1. Study the type, amount, and expenditure of any compulsory fee, and
2. Meet with appropriate administrators of the College District, submit a written report on the study, and recommend the type, amount, and expenditure of a compulsory fee to be charged for the next academic year.

If the Chancellor's recommendations to the governing board are substantially different from the committee's recommendations to the Chancellor, the administration of the College District shall notify the committee not later than the last date on which the committee may request an appearance at the Board meeting. On request of a member of the committee, the administration of the College District shall
provide the member with a written report of the Chancellor's recommendations to the Board.

Education Code 54.5031
The Board may charge and collect from students registered in the College District fees to cover the cost of student services, as defined by law for services, not to exceed $150 in one semester or summer session. No portion of the compulsory fees collected may be expended for parking facilities or services, except as related to providing shuttle bus services. Education Code 54.503; Atty. Gen. Op. DM-450 (Sept. 2, 1997)

DUAL ENROLLMENT
If a student registers at more than one institution of higher education within a college or university system under concurrent enrollment provisions of joint or cooperative programs between institutions, the student shall pay all compulsory student services fees to the institution designated as the home institution under the joint or cooperative program, and payment of all compulsory student services fees at the other institution may be waived. Education Code 54.503(g)

VEHICLE REGISTRATION / PARKING AND TRAFFIC FEES
The Board may charge a reasonable fee for registration of a vehicle under Education Code 51.202. The Board may fix and collect a reasonable fee(s) for providing facilities and enforcing and administering traffic and parking regulations approved by the Board. No fee for parking facilities shall be charged to a student, unless the student desires to use the facilities. Education Code 54.505

INTERNATIONAL EDUCATION FEE
The Board may charge and collect from students registered at the College District a fee of $1 for each semester or summer session.

Fees collected shall be deposited in an international education financial aid fund outside the state treasury. Money in the fund may be used only to assist students participating in international student exchange or study programs.

The international education financial aid fund shall be used in accordance with guidelines jointly developed by the student governing body of the College and the administration. If the College does not have a student governing body, the Chancellor may appoint a Committee of Students to assist with the development of the guidelines.

The fee imposed under this section may not be considered in determining the maximum student services fee that may be charged under Section 54.503(b) of this code.

Education Code 54.5132
The Board shall charge a reasonable fee to each person registered in a continuing education course at the College District. The Board shall set the fee in an amount sufficient to permit the College District to recover the costs to the College District of providing the course.

This section applies only to a course for which the College District does not collect tuition or receive formula funding, including an extension course, correspondence course, or other self-supporting
Appendix A: Tuition Policies

course.
Subchapters B and D of Chapter 54 of the Education Code do not apply to a fee charged under this section, except to a fee for a correspondence course taken by a student who would qualify for an exemption from tuition under Section 54.203 if the correspondence course applies towards the student's degree plan. The Board may grant an exemption provided by Section 54.203 for continuing education courses. Education Code 54.545

EXEMPTION FROM PAYMENT OF FEES

Students for whom Texas law provides specific exemptions from tuition and/or dues, fees, and charges shall be granted those exemptions. Education Code 54.201-54.214, 54.219

INCIDENTAL FEES

The Board may fix the rate of incidental fees to be paid by students and prospective students and may make rules for the collection of the fees and for the distribution of the funds so designated. The rate of an incidental fee shall reasonably reflect the actual cost to the College District of the materials or services for which the fee is collected. In fixing the rate, the Board may consult with a student fee advisory committee which the Board may establish if it does not presently exist.

The Board shall publish in the general catalog a description of the amount of each fee to be charged.

Incidental fees include, without limitation, such fees as late registration fees, library fines, microfilming fees, thesis or doctoral manuscript reproduction or filing fees, bad check charges, application processing fees, and laboratory breakage charges, but does not include other legally authorized fees.


PRORATION OF FEES

Based on the length of the semester or term for which a student is enrolled, the Board may prorate the amount of any fee charged to the student under Education Code Chapter 54.

For a student fee authorized by Education Code Chapter 54 to be charged per academic semester or term, including a fee authorized to be charged per semester credit hour, the Board shall prorate the amount of the fee charged for a term of the summer session of nine weeks or less based on the length of the term, unless the statute authorizing the fee specifies a reduced fee amount for that term.

Education Code 54.5025, 54.010

WAIVER OF FEES

Except as provided below, the Board may waive a mandatory or discretionary fee for a student if the Board determines that the student is not reasonably able to participate in or use the activity, service, or facility for which the fee is charged.

Except as provided below, the Board may waive a mandatory discretionary fee for a specific category of students if the Board determines that the waiver is in the best interest of the College District or is critical to the viability of an academic initiative.

The Board must ensure that a waiver under this section does not result in the College District's inability to service a debt to which revenue
from the fee is obligated or to support an activity, service, or facility for which the fee is charged.
The Board is not permitted to waive payment of tuition or laboratory fees.
The Board may limit or prohibit a student's participation in or use of an activity, service, or facility supported by a fee that is waived for the student.

*Education Code 54.5035*

DATE ISSUED: 01/26/2000
UPDATE 14
FN(H)-CJC
Reduced Tuition Pilot
Catalog Year 2001-2002

REduced Tuition
Fall Semester 2001

The DCCCd is participating in a reduced tuition pilot for Spring 2002, Fall 2002, and Spring
2003 semesters. The reduced tuition for the pilot applies only to classes meeting at certain hours
of the day. Qualifying classes would have a lecture start time during one of the following:

Afternoon 1:30 - 4:15 PM Monday - Thursday
Weekend 1:30 PM Friday - 11:00 PM Sunday

Mini-mester (Winter and May terms) and Summer semester classes are excluded from the reduced
tuition pilot.

Flex Term and Fast Track classes, except those that are weekend (as defined above) only, are
excluded from the pilot. Distance Learning classes are also excluded from the pilot.

The reduced tuition rate during qualifying times for Spring 2002, Fall 2002, and Spring 2003 is as
follows:

$13 per credit hour for in-county residents
$23 per credit hour for out-of-district residents
$38 per credit hour for out-of-state or out-of-country residents ($100 minimum)

The reduced tuition schedule is as follows:

<table>
<thead>
<tr>
<th>Semester Credit Hours</th>
<th>In County Tuition</th>
<th>Out Of District Tuition</th>
<th>Out of State or Out Of Country Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$13</td>
<td>$23</td>
<td>$100</td>
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<tr>
<td>2</td>
<td>26</td>
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</tr>
<tr>
<td>17</td>
<td>221</td>
<td>391</td>
<td>646</td>
</tr>
</tbody>
</table>
Appendix A: Tuition Policies

Richland College Reduced Tuition Schedule

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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<th></th>
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</thead>
<tbody>
<tr>
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<tr>
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<td>460</td>
</tr>
</tbody>
</table>

Regular tuition schedule
additional charges

Email questions or comments to Richland's Webmaster
Last Updated: Monday, November 12, 2001

Other Fees:

<table>
<thead>
<tr>
<th>Fee</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audit fee</td>
<td>$25 per course (non-refundable) in addition to tuition and other fees</td>
</tr>
<tr>
<td>Labs and Special fees</td>
<td>Varies. Refer to Schedule of Classes.</td>
</tr>
<tr>
<td>Late Registration fee</td>
<td>$10 (non-refundable)</td>
</tr>
<tr>
<td>Non-Course Remediation fee</td>
<td>$15 per course (non-refundable)</td>
</tr>
<tr>
<td>Returned Check fee</td>
<td>$20.</td>
</tr>
<tr>
<td>Student ID Card fee</td>
<td>$2. Non-refundable, one-time fee charged to all students for their initial ID card. Replacement cards are $2. Only currently enrolled students may request a replacement Student ID Card.</td>
</tr>
<tr>
<td>Student Records fee</td>
<td>$2 per semester (non-refundable).</td>
</tr>
</tbody>
</table>

Tax Relief Act

The Taxpayer Relief Act of 1997 contains provisions that can help reduce your education costs. Students should take advantage of the provisions in the Act that can help reduce the high costs of education. Two of the provisions are:

- Lifetime Learning Credit
- The Hope Scholarship Credit

More information about these provisions can be found at Tax Relief Act of 1997 or Form W-SS (25K) (Adobe PDF format). (Note: When contacting these sites, you will be leaving the CCCCD web site. Please come back!).
EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.03.07

TUITION

Establishment or Tuition

Credit Courses - Tuition for credit courses offered by the District beginning Summer 1 1992, and continuing for academic years 1992-93 thru 1996-97 shall be at least the minimum tuition required by Section 54.051, Texas Education Code, except that the minimum tuition charge for resident students shall be $75.00 for the sixteen (16) week Fall or Spring semesters, and $75.00 for either of the two five and one half (5 ½) week summer sessions and/or the ten (10) week summer session. The $75.00 minimum tuition charge shall also apply to instruction sessions for more than five and one half (5 ½) but less than sixteen (16) weeks, except where such sessions share a common registration period with the regular semesters and/or summer sessions.

Clock-Hour Courses - Tuition for Clock-Hour Courses shall be $110.00 per course, per quarter for all students.

Non-Credit Courses - For non-credit courses offered through Continuing Education/Community Services and/or Alternative Education, the President shall establish an appropriate schedule of tuition charges which may include a fee rate of zero. The schedule of charges is to be presented in official publications of the College, as appropriate, each year.

Sec. 54.051, Sec. 130.003, Texas Education Code; Op. Atty. Gen., 1980, MW-220

Adopted: Nov. 21, 1978

Amended: Jan. 15, 1992

4.03.07 - 1 of 4
Resident Tuition - All students who are Texas residents shall be charged resident tuition for credit courses according to the following schedule. A Texas resident shall be as defined by Section 54.052 through 54.060 of the Texas Education Code.

### RESIDENT TUITION RATES

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>1991-92 (Summer 1 &amp; Summer II only)</th>
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Adopted: Nov. 21, 1978  Amended: Jan. 15, 1992  4.03.07 - 2 of 4
## NON-RESIDENT TUITION RATES

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### Non-Resident Tuition

General - All students who are non-residents of Texas shall be charged non-resident tuition for credit courses of $220.00 for up to three credit hours and at the rate of $80.00 - $100 (see schedule) per

**Adopted: Nov. 21, 1978**

**Amended: Jan. 15, 1992**

**4.03.07 - 3 of 4**
credit hour for four or more credit hours. A non-resident- of Texas shall be as defined by Section 54.052 through 54.060 of the Texas Education Code.

Resident of Bordering State - Students who are residents of a state situated adjacent to Texas and %%,ho register in a Texas public junior college in a county immediately adjacent to that state shall be charged tuition for credit courses at a rate equivalent to the rate charged to a Texas resident registered in the non-resident's state.

Sec. 54.060, Texas Education Code

Alien Students Tuition - All students who are citizens of any country other than the United States of America and who are not eligible for resident tuition pursuant to Section 54.057 of the Texas Education Code shall be charged non-resident tuition for credit courses of $220.00 for up to three credit hours and at the rate of $80.00 per credit hour for four or more credit hours.


Concurrent Enrollment Tuition Limit - Tuition charges for students registered at more than one public institution of higher education at the same time shall be determined in the following manner: The student shall pay the full tuition charge to the first institution at which he/she is registered; the student shall pay the second institution only the per hour charges for the courses involved at the second institution, no minimum charge is to be assessed by the second institution.

Sec. 54.062, Texas Education Code

Adopted: Nov. 21, 1978
Amended: Jan. 15, 1992

4.03.07 - 4 of 4
EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.03.08

FEES

The Board, within guidelines of the Texas Education Code, shall set fees for the College. The administration shall be responsible for maintaining and communicating the current list of fees of the College. Changes to fee and the fee structure shall be approved by the Board.

Adopted: Nov. 21, 1978

Amended: Nov. 9, 1994

4.03.08 - 1 of 1
EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.03.09

STUDENT SERVICES AND FEES

Whenever the District shall collect a Student Services fee from a student, the President of the College shall ensure that the same be utilized for the purpose of developing a broad based student activity program which shall meet the needs of members of the student body by providing cultural, social, and recreational activities, subject to the following:

A. All funds collected from the Student Activity Fee shall be held by the District in the "Student Activity Fund" subject to this policy.

B. The Board of Trustees shall, in accordance with state laws and regulations, maintain a supervisory role and a trustee relationship over all funds received.

C. The annual budget for the Student Activity Fund shall be approved by the Board as part of the District budget.

Adopted: Nov. 21, 1978
Amended: Aug. 27, 1984

4.03.09 -1 of 1
EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.03.10

REFUND OF TUITION AND FEES

The Board hereby directs the College President to develop procedures for the Refund of Tuition and Fees in accordance with Texas Higher Education Coordinating Board requirements.

Adopted: Nov. 21, 1978

Amended: September 10, 1996
The District may collect from students attending the institution tuition as permitted by law. No student may be refused admission to or discharged from any institution for the nonpayment of tuition, except as permitted by law. *Education Code 54.003*

On or before the dates for reporting official enrollments each semester to the Coordinating Board, the District shall collect in full from each student that is to be counted for state aid purposes the amounts set as tuition by the respective governing boards. Valid contracts with the United States Government for instruction of eligible military personnel, and valid contracts with private business and public service organizations or institutions may be considered as collections thereunder but subject to adjustments after final payment. *Appropriations Acts of the Texas Legislature*

The Board may exempt from payment of tuition all students who are residents of the District and who are enrolled for twelve or more semester credit hours, provided that this action will allow the District to participate in and benefit from funds available as provided by Sections 1-7, Title I, 64 Stat. 1100, as amended, 20 U.S.C. Secs. 236241-1. *Education Code 130.085(a)*

Students attending the District may be exempt from the payment of tuition as allowed by law. [See Education Code 54.201, 54.203-.205, 54.207-.214]

Before registering to pay tuition at a resident rate, a student must affirm under oath, to the appropriate District official that he is entitled to be classified as a resident for tuition purposes. If the District determines that a student is not entitled to be classified as a resident at registration, the student shall pay the amount due as a nonresident not later than thirty days after he is notified. If timely payment is not made, the student is not entitled to receive a transcript or credit for courses taken while falsely registered as a resident student. *Education Code 54.0521; 19 TAC 21.38(c) [See FBA]*

Tuition for resident students shall be determined by the Board, but may not be less than $8 per semester credit hour. Tuition for a nonresident student shall be determined by the Board, but may not be less than $200 for each semester. *Education Code 54.051(n), 130.003(b)*


The District shall comply with the State Appropriations for Public Junior
Colleges in regard to the collection of fees and tuition. Education Code 130.003

The Board shall provide for the payment of tuition and 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. One-half payment of tuition and fees in advance of the beginning of the semester, one-quarter payment prior to the start of the sixth class week, and the final one-quarter payment before the beginning of the eleventh class week.

A student who fails to make full payment of tuition and fees, including any incidental fees, by the due date may be prohibited from registering for classes until full payment is made. A student who fails to make payment prior to the end of the semester may be denied credit for the work done that semester. The Board may not impose on a student any sanction authorized by this subsection unless the Board includes in any promissory note signed by a student the following statement printed in boldfaced type or in capital letters: "A STUDENT WHO FAILS TO MAKE FULL PAYMENT OF TUITION AND FEES, INCLUDING ANY INCIDENTAL FEES, BY THE DUE DATE MAY BE PROHIBITED FROM REGISTERING FOR CLASSES UNTIL FULL PAYMENT IS MADE. A STUDENT WHO FAILS TO MAKE PAYMENT PRIOR TO THE END OF THE SEMESTER MAY BE DENIED CREDIT FOR THE WORK DONE THAT SEMESTER." The governing board shall notify a student of any delinquent tuition or fee payment as soon as practicable.

The District’s records may be adjusted to reflect the student’s failure to have properly enrolled for that semester. Education Code 54.007 (a), (c)

The Board may waive the difference in the rate of tuition for nonresident and resident students for individuals, or their dependents, who own property which is subject to ad valorem taxation by the District. Persons, or their dependents, applying for such waiver shall verify property ownership by presentation of an ad valorem tax statement or receipt issued by the tax office of the District; or by presentation of a deed, property closing statement, or other appropriate evidence of ownership of property which is subject to ad valorem taxation by the District. If a sworn affidavit is accepted at the time of enrollment, verification of the student as an ad valorem taxpayer must be provided by the end of the semester of enrollment. A foreign student is not eligible for waiver of the nonresident tuition rate due to payment of ad valorem taxes. Education Code 130.0032(a); 19 TAC 21.37

The Board may allow a person who resides outside the District and in the taxing district of a contiguous public junior college district to pay tuition and fees at the rate applicable to a student who resides in the District.

The Board may allow a person who resides outside the District to pay tuition and fees at a rate less than the rate applicable to other persons residing outside the District, but not less than the rate applicable to a student who resides in the District, if the person:

1. Resides within the service area of the District;
2. Does not reside in an independent school district that meets the criteria of the coordinating board for the establishment of a junior college district under Section 130.013; and

3. Demonstrates financial need in accordance with rules adopted by the Texas Higher Education Coordinating Board. Education Code 130.0032

Tuition for students who are citizens of any country other than the United States of America is the same as tuition required of other nonresident students. Education Code 54.051(m)

A student who holds a competitive scholarship of at least $1000 for the academic year or summer for which the student is enrolled and who is either a nonresident or a citizen of a country other than the United States of America is entitled to pay the fees and charges required of resident students. The scholarship must be awarded by a scholarship committee recognized by the administration and must be approved by the Coordinating Board. Education Code 54.064

The amount charged nonresident students who have not received a waiver of nonresident tuition need not be greater than the amount required by law on January 1, 1971. Education Code 130.003(b)

RESIDENT OF BORDERING STATE

The nonresident tuition fee shall not apply to a nonresident student who is a resident of Arkansas, Louisiana, New Mexico, or Oklahoma and who registers in a two-year institution in the Lamar University system or Texas public junior college situated in a county immediately adjacent to the state in which the nonresident student resides. The nonresident junior college student described in this section shall pay an amount equivalent to the amount charged a Texas student registered at a similar school in the state in which the nonresident student resides. Education Code 54.060

INDIVIDUALIZED COURSES

District students registered for a course or courses in art, architecture, drama, speech, or music, where individual coaching or instruction is the usual method of instruction, shall pay a fee in addition to the regular tuition. The fee shall be as set by the Board. Education Code 54.051(0)

EMPLOYEES AND DEPENDENTS

A teaching assistant, teacher, professor or research assistant, and his or her spouse and children of the District shall be able to register in the District by paying the tuition fees and other fees or charges required for Texas residents under Education Code 54.051, without regard to the length of time he has resided in Texas; provided that he is employed at least one-half time in a teaching or research position which relates to his degree program under rules and regulations established by the employer institution. Education Code 54.059; 54.063

STUDENTS 55 YEARS OF AGE OR OLDER

The College may charge a student 55 years of age or older tuition and fees at rates that are lower than the rates otherwise provided, under the condition that a student under 55 years of age will not be precluded from enrolling in a course for credit toward a degree or certificate. The College may set additional qualifications that a student must meet to qualify for tuition and fees at rates set under this section and may set different rates for different programs, campuses, or courses. The College may set rates under this section for resident students, nonresident students, or both, and may set different rates for resident students and nonresident students.

A tuition or fee rate set under this section must apply uniformly to each...
Appendix A: Tuition Policies

WITHDRAWAL FOR MILITARY SERVICE

REFUNDS

student that meets the applicable qualifications set by the College to pay tuition or fees at that rate. Education Code 54.067(a)(b)

If a student withdraws because he or she is called to active military service, the District, at the student's option, shall refund the tuition and fees paid by the student for the semester in which the student withdraws. [See EGA for grading and credit options] Education Code 54.006(f)

The District, as soon as practicable, shall at a minimum refund mandatory fees and tuition in excess of the minimum tuition collected for courses from which the students drop or withdraw, according to the following schedule. For courses that meet on what the District considers a regular schedule, class days refer to the number of calendar days the institution normally meets for classes, not the days a particular course meets. For courses that meet on an unusual or irregular schedule, the District may exercise professional judgment in defining a class day. The indicated percentages are to be applied to the tuition and mandatory fees collected for each course from which the student is withdrawing. The District may not delay a refund on the grounds that the student may withdraw from the institution or unit later in the semester or term. The District may assess a nonrefundable $15 matriculation fee if the student withdraws from the District before the first day of classes.

For Coordinating Board-approved semester-length courses for which semester credit hours are awarded:

1. A ten percent refund is to be made for courses dropped prior to the first class day.
2. During the fall or spring semester or comparable trimester:
   a. During the first 15 class days, 70 percent
   b. During the 16th through 20th class days, 25 percent
   c. After the 20th class day, none; and
3. Six-week summer semester:
   a. During the first five class days, 70 percent
   b. During the sixth and seventh class days, 25 percent
   c. After the seventh class day, none.

For flex entry and nonsemester-length courses with a census date other than the 12th class day (fourth class day for a six-week summer semester):

1. Prior to the first class day, 100 percent
2. After classes begin, see table: 19 TAC 21.5

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DATE ISSUED: 03/06/1998
UPDATE 12
FBB(H)-LJC
The general requirements for tuition are included in the current College System catalog.

The tuition stated in the current College System catalog shall be based upon current conditions and shall be subject to change. The College System shall reserve the right to modify any statement concerning tuition as necessitated by College System or legislative action.

UNDOCUMENTED STUDENTS

Undocumented students who meet College System admission requirements shall be accepted and shall be required to pay tuition and fees as follows:

1. Those undocumented students who have resided within the taxing district (school districts of Houston and Stafford, and city of Missouri City) for one year immediately preceding registration and who attended or graduated from an in-district high school qualify for in-district tuition and fees.

2. Those undocumented students who have resided within the taxing district for one year immediately preceding registration, who attended or graduated from a Texas high school, who have applied for permanent resident status, and who have waited at least 12 months for a response from the U.S. Immigration and Naturalization Service (INS) qualify for in-district tuition and fees.

3. Those undocumented students who have resided within the state of Texas for one year immediately preceding registration and who attended or graduated from an in-state high school qualify for out-of-district (as opposed to out-of-state) tuition and fees.

4. All other undocumented students may be admitted but shall be charged out-of-state tuition and fees.

DUAL CREDIT STUDENTS

Tuitions and fees excluding the out-of-district fee shall be waived for dual credit students for both academic and workforce courses.
Houston Community College System  
101506  

STUDENT FEES, FINES, AND CHARGES  

RIGHT TO COLLECT SPECIAL FEES  
The Board shall have the right to collect special fees authorized by law. *Education Code 34.005*  
The District may not collect from students any fee or charge except as permitted by law. Students may not be refused admission to or be discharged from the District for the nonpayment of any fee or charge except as permitted by law. *Education Code 34.003*  

LABORATORY FEES  
The District shall set and collect a laboratory charge in an amount sufficient to cover in general the cost of laboratory materials and supplies used by a student. The laboratory charge shall be not more than $24 for any one semester or summer term for any student in any one laboratory course, but shall not exceed the cost of actual materials and supplies used by the student. *Education Code 34.501*  

GENERAL PROPERTY DEPOSITS  
The District shall collect a reasonable deposit not to exceed $10 from each student to insure the institution against losses, damages, and breakage in libraries and laboratories. The deposit shall be returned on the withdrawal or graduation of a student, less any loss, damage, or breakage caused by the student. *Education Code 34.502*  

STUDENT DEPOSIT FUND  
The student deposit fund consists of the income from the investment or time deposits of general property deposits and of forfeited general property deposits. Any general property deposit which remains without call for refund for a period of four years from the date of last attendance of the student making the deposit shall be forfeited and become a part of the student deposit fund. Nothing in this section shall be construed to prohibit refund of any balance remaining in a general property deposit when made on proper demand and within the four-year limitation period. The Board may require that no student withdraw his deposit until he has been graduated or has apparently withdrawn from school.  
The student deposit fund shall be used, at the discretion of the Board, for making scholarship awards to needy and deserving students.  
The Board shall administer the scholarship awards for the institution, including the selection of recipients and the amounts and conditions of the awards. The recipients of the scholarships must be residents of the state as defined for tuition purposes.  
Not later than August 31 of each fiscal year, each institution of higher education that has an unobligated and unexpended balance in its student deposit fund that exceeds 150 percent of the total deposits to that fund during that year shall remit to the Texas Higher Education Coordinating Board the amount of that excess. The Coordinating Board shall allocate on an equitable basis amounts received under this
SUBJECT TO ADVISORY COMMITTEE

Prior to recommending the student fee budget to the Board, the College President shall consider the report and recommendations of a student fee advisory committee. Each committee shall be composed of the following nine members:

1. Five student members who are enrolled for not less than six semester credit hours at the College and who are representative of all students enrolled at the College, selected by one of the following methods:
   a. If the College has a student government, the student government shall appoint three students to serve two-year terms on the committee and two students to serve one-year terms on the committee.
   b. If the College does not have a student government, the students enrolled at the College shall elect three students to serve two-year terms on the committee and two students to serve one-year terms on the committee. A candidate for a position on the committee must designate whether the position is for a one-year or two-year term.

2. Four members who are representative of the entire College, appointed by the President.

A student member of the committee who withdraws from the College must resign from the committee.

A vacancy in an appointive position on the committee shall be filled for the unexpired portion of the term in the same manner as the original appointment. A vacancy in an elective position on the committee shall be filled for the unexpired portion of the term by appointment by the President.

The committee shall:

1. Study the type, amount, and expenditure of any compulsory fee, and

2. Meet with appropriate administrators of the College, submit a written report on the study, and recommend the type, amount, and expenditure of a compulsory fee to be charged for the next academic year.

If the President's recommendations to the governing board are substantially different from the committee's recommendations to the President, the administration of the College shall notify the committee not later than the last date on which the committee may request an appearance at the Board meeting. On request of a member of the committee, the administration of the College shall provide the member with a written report of the President's recommendations to the Board. Education Code 54.5031
STUDENT SERVICES FEES

The Board may charge and collect from students registered in the District fees to cover the cost of student services, as defined by law for services, not to exceed $150 in one semester or summer session. No portion of the compulsory fees collected may be expended for parking facilities or services, except as related to providing shuttle bus services. Education Code 54.503; Atty. Gen. Op. DM-450 (Sept. 2, 1997).

DUAL ENROLLMENT

If a student registers at more than one institution of higher education within a college or university system under concurrent enrollment provisions of joint or cooperative programs between institutions, the student shall pay all compulsory student services fees to the institution designated as the home institution under the joint or cooperative program, and payment of all compulsory student services fees at the other institution may be waived. Education Code 54.503(g).

VEHICLE REGISTRATION/ PARKING AND TRAFFIC FEES

The Board may charge a reasonable fee for registration of a vehicle under Education Code 51.202. The Board may fix and collect a reasonable fee(s) for providing facilities and enforcing and administering traffic and parking regulations approved by the Board. No fee for parking facilities shall be charged to a student, unless the student desires to use the facilities. Education Code 54.505.

INTERNATIONAL EDUCATION FEE

The Board may charge and collect from students registered at the College a fee of $1 for each semester or summer session.

Fees collected shall be deposited in an international education financial aid fund outside the state treasury. Money in the fund may be used only to assist students participating in international student exchange or study programs.

The international education financial aid fund shall be used in accordance with guidelines jointly developed by the student governing body of the College and the administration. If the College does not have a student governing body, the President may appoint a Committee of Students to assist with the development of the guidelines.

The fee imposed under this section may not be considered in determining the maximum student services fee that may be charged under Section 54.503(b) of this code. Education Code 54.5132.

CONTINUING EDUCATION COURSES FEE

The Board shall charge a reasonable fee to each person registered in a continuing education course at the College. The Board shall set the fee in an amount sufficient to permit the College to recover the costs to the College of providing the course.

This section applies only to a course for which the College does not collect tuition or receive formula funding, including an extension course, correspondence course, or other self-supporting course.

Subchapters B and D of Chapter 54 of the Education Code do not apply to a fee charged under this section, except to a fee for a correspondence course taken by a student who would qualify for an exemption from tuition under Section 54.203 if the correspondence course applies towards the student's degree plan. The Board may grant an exemption provided by Section 54.203 for continuing education.
EXEMPTION FROM PAYMENT OF FEES

Students for whom Texas law provides specific exemptions from tuition and/or dues, fees, and charges shall be granted those exemptions. *Education Code 54.201-54.214*

INCIDENTAL FEES

The Board may fix the rate of incidental fees to be paid by students and prospective students and may make rules for the collection of the fees and for the distribution of the funds so designated. The rate of an incidental fee shall reasonably reflect the actual cost to the District of the materials or services for which the fee is collected. In fixing the rate, the Board may consult with a student fee advisory committee which the Board may establish if it does not presently exist.

The Board shall publish in the general catalog a description of the amount of each fee to be charged.

Incidental fees include, without limitation, such fees as late registration fees, library fines, microfilming fees, thesis or doctoral manuscript reproduction or filing fees, bad check charges, application processing fees, and laboratory breakage charges, but does not include other legally authorized fees. *Education Code 54.504, Atty. Gen. Op. DM-450 (Sept. 2, 1997)*

DATE ISSUED: 03/06/1998
UPDATE 12
FN(H)-LJC
The District may collect from students attending the institution tuition as permitted by law. No student may be refused admission to or be discharged from any institution for the non-payment of tuition, except as permitted by law.

On or before the dates for reporting official enrollments each semester to the Coordinating Board, the District shall collect in full from each student that is to be counted for state aid purposes the amount set as tuition by the respective governing boards. Valid contracts with the United States Government for instruction of eligible military personnel, and valid contracts with private business and public service organizations or institutions may be considered as collections thereunder but subject to adjustments after final payment.

The Board may exempt from payment of tuition all students who are residents of the District and who are enrolled for twelve or more semester credit hours, provided that this action will allow the District to participate in and benefit from funds available as provided by Sections 1-7, Title 1, 64 Stat. 1100, as amended, 20 U.S.C. Secs. 236-241--1.

Students attending the District may be exempt from the payment of tuition as allowed by law.

Before registering to pay tuition at a resident rate, a student must affirm under oath, to the appropriate District official, that he or she is entitled to be classified as a resident for tuition purposes. If the District determines that a student is not entitled to be classified as a resident at registration, the student shall pay the amount due as a non-resident not later than thirty days after he or she is notified. If timely payment is not made, the student is not entitled to receive a transcript or credit for courses taken while falsely registered as a resident student.

Tuition for resident students shall be determined by the Board, but may not be less than $8 per semester credit hour. Tuition for a non-resident student shall be determined by the Board, but may not be less than $200 for each semester.

The District may charge tuition in amounts that are greater than the rates specified in Education Code 130.003.

The District shall comply with the State Appropriations for Public Junior Colleges in regard to the collection of fees and tuition.

The College District shall inform in writing each new undergraduate student enrolling at the College District of the limitation provided by law on the number of hours that a Texas resident is entitled to complete while paying tuition at the rate provided for Texas residents.

The Board shall provide for the payment of tuition and fees during the fall and spring semesters through the following alternatives:

References:
- Education Code 54.003;
- Appropriations Acts of the Texas Legislature
- Education Code 130.085(a);
- Education Code 54.201;
- Education Code 54.203-205;
- Education Code 54.207-210
- Education Code 54.0521;
- 19 TAC 21.38(c)
- Education Code 54.051(n), 130.003(b);
- Education code 130.003
- Education Code 54.068
- Education Code 54.007(a)(c)
1. Full payment of tuition and fees in advance of the beginning of the semester; or

2. One-half the payment of tuition and fees in advance of the beginning of the semester, one-quarter payment prior of the start of the sixth class week, and the final one-quarter payment before the beginning of the eleventh class week.

A student who fails to make full payment of tuition and fees, including any incidental fees, by the due date may be prohibited from registering for classes until full payment is made. A student who fails to make payment prior to the end of the semester may be denied credit for the work done that semester. The Board may not impose on the student any sanction authorized by this subsection unless the Board includes in any promissory note signed by the student the following statement printed in boldfaced type in capital letters: "A STUDENT WHO FAILS TO MAKE FULL PAYMENT OF TUITION AND FEES, INCLUDING ANY INCIDENTAL FEES, BY THE DUE DATE MAY BE PROHIBITED FROM REGISTERING FOR CLASSES UNTIL FULL PAYMENT IS MADE. A STUDENT WHO FAILS TO MAKE PAYMENT PRIOR TO THE END OF THE SEMESTER MAY BE DENIED CREDIT FOR THE WORK DONE THAT SEMESTER." The governing board shall notify a student of any delinquent tuition or fee payment as soon as practicable. The District's records may be adjusted to reflect the student's failure to have properly enrolled for that semester.

The Board may reduce the amount of tuition charged a student to an amount less than the amount otherwise required if the Board:

1. Offers the tuition reduction to the student as part of an institutional policy adopted by the Board to:
   a. Increase the average semester, credit-hour course load of students enrolled at the College District; and
   b. Improve the retention and graduation rate of students enrolled at the College District; and

2. Determines that the student is:
   a. Enrolled in, and making satisfactory progress toward completion of, a degree program offered at the College District; and
   b. Enrolled in at least 15 semester credit hours at the College District during the semester or term for which the reduction is offered.

The Board may offer a tuition reduction in a fixed dollar amount, a percentage amount, or any other manner that the Board considers appropriate.

The amount of tuition reduction offered to a student for a semester or term may not exceed the amount of tuition that would have been charged to the student for enrollment in three semester credit hours during that semester or term.

For a tuition reduction offered to a student under this section, the Board may prorate the amount of the reduction based on:

1. The number of semester credit hours in which the student is
Appendix A: Tuition Policies

2. The length of the semester or term for which the student is enrolled; or

The Board is not required to offer a tuition reduction to all institutions of higher education under its governance or to all degree programs offered at an institution of higher education under its governance.

WAIVER OF NON-RESIDENT TUITION

The Board may waive the difference in the rate of tuition for non-resident and resident students for individuals, or their dependents, who own property which is subject to ad valorem taxation by the District. Persons, or their dependents, applying for such waiver shall verify property ownership by presentation of an ad valorem tax statement or receipt issued by the tax office of the District; or by presentation of a deed, property closing statement, or other appropriate evidence of ownership of property which is subject to ad valorem taxation by the District. If a sworn affidavit is accepted at the time of enrollment, verification of the student as an ad valorem tax payer must be provided by the end of the semester of enrollment. A foreign student is not eligible for waiver of the non-resident tuition rate due to payment of ad valorem taxes.

The Board may allow a person who resides outside the District and in the taxing District of a contiguous public junior college district to pay tuition and fees at the rate applicable to a student who resides in the District.

The Board may allow a person who resides outside the District to pay tuition and fees at a rate less than the rate applicable to other persons residing outside the District, but not less than the rate applicable to a student who resides in the District, if the person:

1. Resides within the service area of the District;

2. Does not reside in an independent school district that meets the criteria of the coordinating board for the establishment of a junior college district under Section 130.013; and

3. Demonstrates financial need in accordance with rules adopted by the Texas Higher Education Coordinating Board.

Tuition for students who are citizens of any country other than the United States of America is the same tuition required of other non-resident students.

A student who holds a competitive academic scholarship of at least $200 for the academic year or summer for which the student is enrolled and who is either a non-resident or a citizen of a country other than the United States of America is entitled to pay the fees and charges required of resident students. The scholarship must be awarded by a scholarship committee recognized by the administration and must be approved by the Coordinating Board.

The amount charged non-resident students who have not received a waiver of non-resident tuition need not be greater than the amount required by law on January 1, 1971.

INDIVIDUALIZED COURSES

District students registered for a course or courses in art, architecture, drama, speech or music, where individual coaching or instruction is the usual method of instruction, shall pay a fee in...
Appendix A: Tuition Policies

EMPLOYEES AND DEPENDENTS

A teaching assistant, teacher, professor or research assistant and his or her spouse and children of the District shall be able to register in the District by paying the tuition fees and other charges required for Texas residents under Education Code 54.051, without regard to the length of time he or she has resided in Texas; provided that he is employed at least one-half time in a teaching or research position which relates to his degree program under rules and regulation established by the employer institution.

STUDENTS 55 YEARS OF AGE OR OLDER

The College may charge a student 55 years of age or older tuition and fees at rates that are lower than the rates otherwise provided, under the condition that student 55 years of age will not preclude from enrolling in a course for credit toward a degree or certificate. The College may set additional qualifications that a student must meet to qualify for tuition and fees at rates set under this section and may set different rates for different programs, campuses, or courses. The College may set rates under this section for resident students, nonresident students, or both, and may set different rates for resident students and nonresident students.

A tuition or fee rate set under this section must apply uniformly to each student that meets the applicable qualifications set by the College to pay tuition or fees at that rate.

WITHDRAWAL FOR MILITARY SERVICE

If a student withdraws because he or she is called to active military service, the District, at the student’s option, shall refund the tuition and fees paid by the student for the semester in which the student withdraws. (See EGA for grading and credit options)

REFUNDS

The College District, as soon as practicable, shall at a minimum refund mandatory fees and tuition in excess of the minimum tuition collected for courses from which the students drop or withdraw, according to the following schedule. For courses that meet on what the College District considers a regular schedule, class days refer to the number of calendar days the institution normally meets for classes, not the days a particular course meets. For courses that meet on an unusual or irregular schedule, the College District may exercise professional judgment in defining a class day. The indicated percentages are to be applied to the tuition and mandatory fees collected for each course from which the student is withdrawing. The College District may not delay a refund on the grounds that the student may withdraw from the institution or unit later in the semester or term. The College District may assess a nonrefundable $15 matriculation fee if the student withdraws from the College District before the first day of classes.

For Coordinating Board-approved semester-length courses for which semester credit hours are awarded:

1. A 100 percent refund is to be made for courses dropped prior to the first class day.

2. During the fall or spring semester or comparable trimester:
   a. During the first 15 class days, 70 percent.
   b. During the 16th through 20th class days, 25 percent.
   c. After the 20th class day, none.

3. Six-week summer semester:
   a. During the first five class days, 70 percent.
   b. During the sixth and seventh class days, 25 percent.
c. After the seventh class day, none.

For flex entry and nonsemester-length courses with a census date other than the 12th class day (fourth class day for a six-week summer semester):

1. Prior to the first class day, 100 percent.

2. After classes begin:

DROPS AND WITHDRAWALS
Length of Class Term in Weeks: 2 or less
Last Day for 70 percent refund: 2
Last day for 25 percent refund: N/A

Length of Class Term in Weeks: 3
Last Day for 70 percent refund: 3
Last day for 25 percent refund: 4

Length of Class Term in Weeks: 4
Last Day for 70 percent refund: 4
Last day for 25 percent refund: 5

Length of Class Term in Weeks: 5
Last Day for 70 percent refund: 5
Last day for 25 percent refund: 6

Length of Class Term in Weeks: 6
Last Day for 70 percent refund: 6
Last day for 25 percent refund: 7

Length of Class Term in Weeks: 7
Last Day for 70 percent refund: 7
Last day for 25 percent refund: 9

Length of Class Term in Weeks: 8
Last Day for 70 percent refund: 8
Last day for 25 percent refund: 10

Length of Class Term in Weeks: 9
Last Day for 70 percent refund: 9
Last day for 25 percent refund: 11

Length of Class Term in Weeks: 10
Last Day for 70 percent refund: 9
Last day for 25 percent refund: 12

Length of Class Term in Weeks: 11
Last Day for 70 percent refund: 10
Last day for 25 percent refund: 14

Length of Class Term in Weeks: 12
Last Day for 70 percent refund: 11
Last day for 25 percent refund: 15

Length of Class Term in Weeks: 13
Last Day for 70 percent refund: 12
Last day for 25 percent refund: 16

Length of Class Term in Weeks: 14
Last Day for 70 percent refund: 13
Last day for 25 percent refund: 17
Length of Class Term in Weeks: 15
Last Day for 70 percent refund: 14
Last day for 25 percent refund: 19

Length of Class Term in Weeks: 16 or longer
Last Day for 70 percent refund: 15
Last day for 25 percent refund: 20

For continuing education courses in which all or a significant portion of the costs for facilities, instructor salaries, equipment or other expenses are covered by business, industry, or other local public or private client, tuition may be set at zero as part of a contractual training agreement. This policy is applicable only when the in-kind contribution of the business, industry, or other local public or private client is sufficient to cover at least the cost of instructional salaries. Exceptions may be authorized by the Chancellor, and reported to the Board on at least an annual basis.

A citizen of a country other than the United States will be considered for Texas residency in accordance with Section 54.051 of the Texas Education Code and guidance issued by the Higher Education Coordinating Board.

Any citizen of a country other than the U.S. will be considered to be a resident of the State of Texas commencing with the Fall Term of 2001 if he or she can document that:

1. he or she graduated from a Texas public or private high school (or received the equivalent of a high school diploma in the state);

2. he or she resided with his or her parent, guardian, or conservator in this state while attending a public or private high school;

3. he or she resided in the state for at least three years prior to graduation or the award of a GED; and

4. he or she has filed to become a permanent resident of the United States, if the student is 18 years or older.

A person who is living in this country under a visa permitting permanent residence or who has applied to or has a petition pending with the Immigration and Naturalization Service to attain lawful status under the federal immigration law will be subject to the same residency requirements as other U.S. citizens.

ADOPTED 03/21/1996;
AMENDED 08/15/96,
10/23/97, 11/30/97,
06/18/98, 08/28/01
Withdrawal for Military Service

Students who are called to active military service must apply to the College Admissions Office in order to receive a refund of tuition and fees.
V-H: POLICY ON TUITION, FEES, DEPOSITS AND REFUNDS

The Board of Regents, in accordance with state law, will determine the amounts of all tuition, fees, deposits and refunds.

In compliance with the terms of Section 51.003 of the Texas Education Code, all funds collected by the district will be deposited within seven days from the date of collection.

(Effective March 2, 1981. Revised May 2, 1994.)

V-I: POLICY ON DEFINITION OF RESIDENT STATUS

(1) In-district Student: Anyone who meets the residency requirement of the state of Texas, which is defined in Section 54.052 of the Education Code, and who physically resides in the geographic boundaries of the district at the time that his or her registration is completed. As authorized by Section 130.0032 of the Education Code, a person who resides outside the district and who owns property subject to ad valorem taxation by the district, or a dependent of the person who owns such property, may pay tuition at the rate applicable to a student who resides in the district.

(2) Out-of-district Student: An out-of-district student is defined as a person who is a resident of the state of Texas and who physically resides outside the geographic boundaries of the district at the time that his or her registration is completed.

(3) Out-of-state Student: A person who is less than 18 years of age or is a dependent, as defined in Section 54.052 (a) of the Education Code, and who is living away from his or her family and whose family resides in another state, or whose family has not resided in Texas for the 12 months immediately preceding the date of registration is considered an out-of-state student. Also, a person who is 18 years of age or over who resides out of state or who has not been a resident of the state of Texas for the 12 months immediately preceding the date of registration is an out-of-state student.

(4) Out-of-country Student: An out-of-country student is any alien who is not permanent resident of the United States as defined in Immigration and Naturalization Service regulations or who has not been permitted by Congress to adopt the United States as their domicile while they are in this country.

(Effective March 2, 1989. Revised May 2, 1994 and October 6, 1997.)
The College District may collect from students attending the institution tuition as permitted by law. No student may be refused admission to or discharged from any institution for the nonpayment of tuition, except as permitted by law. *Education Code 54.003*

On or before the dates for reporting official enrollments each semester to the Coordinating Board, the College District shall collect in full from each student that is to be counted for state aid purposes the amounts set as tuition by the respective governing boards. Valid contracts with the United States Government for instruction of eligible military personnel, and valid contracts with private business and public service organizations or institutions may be considered as collections thereunder but subject to adjustments after final payment. *Appropriations Acts of the Texas Legislature*

**TUITION EXEMPTION**

The Board may exempt from payment of tuition all students who are residents of the College District and who are enrolled for twelve or more semester credit hours, provided that this action will allow the College District to participate in and benefit from funds available as provided by Sections 1-7, Title I, 64 Stat. 1100, as amended, 20 U.S.C. Secs. 236241-1. *Education Code 130.083(a)*

Students attending the College District may be exempt from the payment of tuition as allowed by law. [See Education Code 54.201, 54.203-.205, 54.207-.214, 54.219, 54.2155]*

**OATH OF RESIDENCY**

Before registering to pay tuition at a resident rate, a student must affirm under oath, to the appropriate College District official that he or she is entitled to be classified as a resident for tuition purposes. If the College District determines that a student is not entitled to be classified as a resident at registration, the student shall pay the amount due as a nonresident not later than 30 days after he or she is notified. If timely payment is not made, the student is not entitled to receive a transcript or credit for courses taken while falsely registered as a resident student. *Education Code 54.0521; 19 TAC 21.38(c) [See FBA(LEGAL)]*

**RESIDENT STUDENTS**

**TUITION RATES**

Tuition for resident students shall be determined by the Board, but may not be less than $5 per semester credit hour. Tuition for a nonresident student shall be determined by the Board, but may not be less than $200 for each semester. *Education Code 54.051(n), 130.003(b)*

The College District may charge tuition in amounts that are greater than the rates specified in Education Code 130.003. *Atty. Gen. Op.*
Appendix A: Tuition Policies

M-940 (1971)

The College District shall comply with the State Appropriations for Public Junior Colleges in regard to the collection of fees and tuition. 

*Education Code 130.003*

The College District shall inform in writing each new undergraduate student enrolling at the College District of the limitation provided by law on the number of hours that a Texas resident is entitled to complete while paying tuition at the rate provided for Texas residents.

*Education Code 54.068*

The Board shall provide for the payment of tuition and 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. One-half payment of tuition and fees in advance of the beginning of the semester, one-quarter payment prior to the start of the sixth class week, and the final one-quarter payment before the beginning of the eleventh class week.

A student who fails to make full payment of tuition and fees, including any incidental fees, by the due date may be prohibited from registering for classes until full payment is made. A student who fails to make payment prior to the end of the semester may be denied credit for the work done that semester. The Board may not impose on a student any sanction authorized by this subsection unless the Board includes in any promissory note signed by a student the following statement printed in boldfaced type or in capital letters: "A STUDENT WHO FAILS TO MAKE FULL PAYMENT OF TUITION AND FEES, INCLUDING ANY INCIDENTAL FEES, BY THE DUE DATE MAY BE PROHIBITED FROM REGISTERING FOR CLASSES UNTIL FULL PAYMENT IS MADE. A STUDENT WHO FAILS TO MAKE PAYMENT PRIOR TO THE END OF THE SEMESTER MAY BE DENIED CREDIT FOR THE WORK DONE THAT SEMESTER." The governing board shall notify a student of any delinquent tuition or fee payment as soon as practicable. The College District's records may be adjusted to reflect the student's failure to have properly enrolled for that semester.

*Education Code 54.007 (a), (c)*

The Board may reduce the amount of tuition charged to a student to an amount less than the amount otherwise required if the Board:

1. Offers the tuition reduction to the student as part of an institutional policy adopted by the Board to:
   a. Increase the average semester, credit-hour course load of students enrolled at the College District; and
   b. Improve the retention and graduation rate of students enrolled at the College District; and
2. Determines that the student is:
   a. Enrolled in, and making satisfactory progress toward completion of, a degree program offered at the College District; and
b. Enrolled in at least 15 semester credit hours at the College District during the semester or term for which the reduction is offered.

The Board may offer a tuition reduction in a fixed dollar amount, a percentage amount, or any other manner that the Board considers appropriate.

The amount of tuition reduction offered to a student for a semester or term may not exceed the amount of tuition that would have been charged to the student for enrollment in three semester credit hours during that semester or term.

For a tuition reduction offered to a student under this section, the Board may prorate the amount of the reduction based on:

1. The number of semester credit hours in which the student is enrolled; or
2. The length of the semester or term for which the student is enrolled.

The Board is not required to offer a tuition reduction to all institutions of higher education under its governance or to all degree programs offered at an institution of higher education under its governance.

Education Code 54.010

WAIVER OF NONRESIDENT TUITION

The Board may waive the difference in the rate of tuition for nonresident and resident students for individuals, or their dependents, who own property which is subject to ad valorem taxation by the College District. Persons, or their dependents, applying for such waiver shall verify property ownership by presentation of an ad valorem tax statement or receipt issued by the tax office of the College District; or by presentation of a deed, property closing statement, or other appropriate evidence of ownership of property which is subject to ad valorem taxation by the College District. If a sworn affidavit is accepted at the time of enrollment, verification of the student as an ad valorem taxpayer must be provided by the end of the semester of enrollment. A foreign student is not eligible for waiver of the nonresident tuition rate due to payment of ad valorem taxes.

Education Code 130.0032(a); 19 TAC 21.37

The Board may allow a person who resides outside the College District and in the taxing district of a contiguous public junior college district to pay tuition and fees at the rate applicable to a student who resides in the College District.

The Board may allow a person who resides outside the College District to pay tuition and fees at a rate less than the rate applicable to other persons residing outside the College District, but not less than the rate applicable to a student who resides in the College District, if the person:

1. Resides within the service area of the College District;
2. Does not reside in an independent school district that meets the criteria of the coordinating board for the establishment of a junior college district under Section 130.013; and
3. Demonstrates financial need in accordance with rules adopted
Appendix A: Tuition Policies

by the Texas Higher Education Coordinating Board.

Education Code 130.0032

Tuition for students who are citizens of any country other than the United States of America is the same as tuition required of other nonresident students. Education Code 54.051(m)

A student who holds a competitive scholarship of at least $1000 for the academic year or summer for which the student is enrolled and who is either a nonresident or a citizen of a country other than the United States of America is entitled to pay the fees and charges required of resident students. The scholarship must be awarded by a scholarship committee recognized by the administration and must be approved by the Coordinating Board. Education Code 54.064

The amount charged nonresident students who have not received a waiver of nonresident tuition need not be greater than the amount required by law on January 1, 1971. Education Code 130.003(b)

RESIDENT OF BORDERING STATE

The nonresident tuition fee shall not apply to a nonresident student who is a resident of Arkansas, Louisiana, New Mexico, or Oklahoma and who registers in a two-year institution in the Lamar University system or Texas public junior college situated in a county immediately adjacent to the state in which the nonresident student resides. The nonresident junior college student described in this section shall pay an amount equivalent to the amount charged a Texas student registered at a similar school in the state in which the nonresident student resides. Education Code 54.060

INDIVIDUALIZED COURSES

College District students registered for a course or courses in art, architecture, drama, speech, or music, where individual coaching or instruction is the usual method of instruction, shall pay a fee in addition to the regular tuition. The fee shall be as set by the Board. Education Code 54.051(f)

EMPLOYEES AND DEPENDENTS

A teaching assistant, teacher, professor or research assistant, and his or her spouse and children of the College District shall be able to register in the College District by paying the tuition fees and other fees or charges required for Texas residents under Education Code 54.051, without regard to the length of time he or she or she has resided in Texas; provided that he or she is employed at least one-half time in a teaching or research position which relates to his or her degree program under rules and regulations established by the employer institution. Education Code 54.059, 54.063

STUDENTS 55 YEARS OF AGE OR OLDER

The College District may charge a student 55 years of age or older tuition and fees at rates that are lower than the rates otherwise provided, under the condition that a student under 55 years of age will not be precluded from enrolling in a course for credit toward a degree or certificate. The College District may set additional qualifications that a student must meet to qualify for tuition and fees at rates set under this section and may set different rates for different programs, campuses, or courses. The College District may set rates under this section for resident students, nonresident students, or both, and may set different rates for resident students and nonresident students.
A tuition or fee rate set under this section must apply uniformly to each student that meets the applicable qualifications set by the College District to pay tuition or fees at that rate.

**Education Code 54.067(a)(b)**

If a student withdraws because he or she is called to active military service, the College District, at the student's option, shall refund the tuition and fees paid by the student for the semester in which the student withdraws. *Education Code 54.006(j)* [See EGA (LEGAL) for grading and credit options]

**WITHDRAWAL FOR MILITARY SERVICE**

The College District, as soon as practicable, shall at a minimum refund mandatory fees and tuition in excess of the minimum tuition collected for courses from which the students drop or withdraw, according to the following schedule. For courses that meet on what the College District considers a regular schedule, class days refer to the number of calendar days the institution normally meets for classes, not the days a particular course meets. For courses that meet on an unusual or irregular schedule, the College District may exercise professional judgment in defining a class day. The indicated percentages are to be applied to the tuition and mandatory fees collected for each course from which the student is withdrawing. The College District may not delay a refund on the grounds that the student may withdraw from the institution or unit later in the semester or term. The College District may assess a nonrefundable $15 matriculation fee if the student withdraws from the College District before the first day of classes.

For Coordinating Board-approved semester-length courses for which semester credit hours are awarded:

1. A 100 percent refund is to be made for courses dropped prior to the first class day.
2. During the fall or spring semester or comparable trimester:
   a. During the first 15 class days, 70 percent
   b. During the 16th through 20th class days, 25 percent
   c. After the 20th class day, none; and
3. Six-week summer semester:
   a. During the first five class days, 70 percent
   b. During the sixth and seventh class days, 25 percent
   c. After the seventh class day, none.

For flex entry and nonsemester-length courses with a census date other than the 12th class day (fourth class day for a six-week summer semester):

1. Prior to the first class day, 100 percent
2. After classes begin, see table:
## Appendix A: Tuition Policies

### Drops and Withdrawals

<table>
<thead>
<tr>
<th>Length of Class Term in Weeks</th>
<th>Last day for 70 percent refund</th>
<th>Last day for 25 percent refund</th>
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<td>2 or less</td>
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<td>16 or longer</td>
<td>15</td>
<td>20</td>
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</tbody>
</table>

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19 TAC 21.5

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**DATE ISSUED:** 12/18/2000  
**UPDATE 15**  
**FBB(H)-LJC**
RIGHT TO COLLECT SPECIAL FEES

The Board shall have the right to collect special fees authorized by law. Education Code 54.005

The College District may not collect from students any fee or charge except as permitted by law. Students may not be refused admission to or be discharged from the College District for the nonpayment of any fee or charge except as permitted by law. Education Code 54.003

LABORATORY FEES

The College District shall set and collect a laboratory charge in an amount sufficient to cover in general the cost of laboratory materials and supplies used by a student. The laboratory charge shall be not more than $24 for any one semester or summer term for any student in any one laboratory course, but shall not exceed the cost of actual materials and supplies used by the student. Education Code 54.501

GENERAL PROPERTY DEPOSITS

The College District shall collect a reasonable deposit not to exceed $10 from each student to insure the institution against losses, damages, and breakage in libraries and laboratories. The deposit shall be returned on the withdrawal or graduation of a student, less any loss, damage, or breakage caused by the student. Education Code 54.502

STUDENT DEPOSIT FUND

The student deposit fund consists of the income from the investment or time deposits of general property deposits and of forfeited general property deposits. Any general property deposit which remains without call for refund for a period of four years from the date of last attendance of the student making the deposit shall be forfeited and become a part of the student deposit fund. Nothing in this section shall be construed to prohibit refund of any balance remaining in a general property deposit when made on proper demand and within the four-year limitation period. The Board may require that no student withdraw his deposit until he has been graduated or has apparently withdrawn from school.

The student deposit fund shall be used, at the discretion of the Board, for making scholarship awards to needy and deserving students.

The Board shall administer the scholarship awards for the institution, including the selection of recipients and the amounts and conditions of the awards. The recipients of the scholarships must be residents of the state as defined for tuition purposes.

Not later than August 31 of each fiscal year, each institution of higher education that has an unobligated and unexpended balance in its student deposit fund that exceeds 150 percent of the total deposits to that fund during that year shall remit to the Texas Higher Education Coordinating Board the amount of that excess. The Coordinating
Board shall allocate on an equitable basis amounts received under this subsection to institutions of higher education that do not have an excess described by this subsection for deposit in their student deposit fund. The amount allocated under this subsection may be used only for making scholarship awards to needy and deserving students under this section.

_Education Code 54.5021_

STUDENT FEE ADVISORY COMMITTEE

Prior to recommending the student fee budget to the Board, the Chancellor shall consider the report and recommendations of a student fee advisory committee. Each committee shall be composed of the following nine members:

1. Five student members who are enrolled for not less than six semester credit hours at the College District and who are representative of all students enrolled at the College District, selected by one of the following methods:
   a. If the College District has a student government, the student government shall appoint three students to serve two-year terms on the committee and two students to serve one-year terms on the committee.
   b. If the College District does not have a student government, the students enrolled at the College District shall elect three students to serve two-year terms on the committee and two students to serve one-year terms on the committee. A candidate for a position on the committee must designate whether the position is for a one-year or two-year term.

2. Four members who are representative of the entire College District, appointed by the Chancellor.

A student member of the committee who withdraws from the College District must resign from the committee.

A vacancy in an appointive position on the committee shall be filled for the unexpired portion of the term in the same manner as the original appointment. A vacancy in an elective position on the committee shall be filled for the unexpired portion of the term by appointment by the Chancellor.

The committee shall:

1. Study the type, amount, and expenditure of any compulsory fee, and

2. Meet with appropriate administrators of the College District, submit a written report on the study, and recommend the type, amount, and expenditure of a compulsory fee to be charged for the next academic year.

If the Chancellor's recommendations to the governing board are substantially different from the committee's recommendations to the Chancellor, the administration of the College District shall notify the committee not later than the last date on which the committee may request an appearance at the Board meeting. On request of a member of the committee, the administration of the College District shall
provide the member with a written report of the Chancellor's recommendations to the Board.

_**Education Code 54.5031**_

The Board may charge and collect from students registered in the College District fees to cover the cost of student services, as defined by law for services, not to exceed $150 in one semester or summer session. No portion of the compulsory fees collected may be expended for parking facilities or services, except as related to providing shuttle bus services. _Education Code 54.503; Atty. Gen. Op. DM-450 (Sept. 2, 1997)_

**STUDENT SERVICES FEES**

If a student registers at more than one institution of higher education within a college or university system under concurrent enrollment provisions of joint or cooperative programs between institutions, the student shall pay all compulsory student services fees to the institution designated as the home institution under the joint or cooperative program, and payment of all compulsory student services fees at the other institution may be waived. _Education Code 54.503(g)_

**DUAL ENROLLMENT**

The Board may charge a reasonable fee for registration of a vehicle under Education Code 51.202. The Board may fix and collect a reasonable fee(s) for providing facilities and enforcing and administering traffic and parking regulations approved by the Board. No fee for parking facilities shall be charged to a student, unless the student desires to use the facilities. _Education Code 54.505_

**VEHICLE REGISTRATION / PARKING AND TRAFFIC FEES**

The Board may charge and collect from students registered at the College District a fee of $1 for each semester or summer session. Fees collected shall be deposited in an international education financial aid fund outside the state treasury. Money in the fund may be used only to assist students participating in international student exchange or study programs.

The international education financial aid fund shall be used in accordance with guidelines jointly developed by the student governing body of the College and the administration. If the College does not have a student governing body, the Chancellor may appoint a Committee of Students to assist with the development of the guidelines.

The fee imposed under this section may not be considered in determining the maximum student services fee that may be charged under Section 54.503(b) of this code.

_**Education Code 54.5132**_

The Board shall charge a reasonable fee to each person registered in a continuing education course at the College District. The Board shall set the fee in an amount sufficient to permit the College District to recover the costs to the College District of providing the course.

This section applies only to a course for which the College District does not collect tuition or receive formula funding, including an extension course, correspondence course, or other self-supporting
Appendix A: Tuition Policies

course.
Subchapters B and D of Chapter 54 of the Education Code do not apply to a fee charged under this section, except to a fee for a correspondence course taken by a student who would qualify for an exemption from tuition under Section 54.203 if the correspondence course applies towards the student’s degree plan. The Board may grant an exemption provided by Section 54.203 for continuing education courses. Education Code 54.545

EXEMPTION FROM PAYMENT OF FEES

Students for whom Texas law provides specific exemptions from tuition and/or dues, fees, and charges shall be granted those exemptions. Education Code 54.201-54.214, 54.219

INCIDENTAL FEES

The Board may fix the rate of incidental fees to be paid by students and prospective students and may make rules for the collection of the fees and for the distribution of the funds so designated. The rate of an incidental fee shall reasonably reflect the actual cost to the College District of the materials or services for which the fee is collected. In fixing the rate, the Board may consult with a student fee advisory committee which the Board may establish if it does not presently exist.

The Board shall publish in the general catalog a description of the amount of each fee to be charged.

Incidental fees include, without limitation, such fees as late registration fees, library fines, microfilming fees, thesis or doctoral manuscript reproduction or filing fees, bad check charges, application processing fees, and laboratory breakage charges, but does not include other legally authorized fees.


PRORATION OF FEES

Based on the length of the semester or term for which a student is enrolled, the Board may prorate the amount of any fee charged to the student under Education Code Chapter 54.

For a student fee authorized by Education Code Chapter 54 to be charged per academic semester or term, including a fee authorized to be charged per semester credit hour, the Board shall prorate the amount of the fee charged for a term of the summer session of nine weeks or less based on the length of the term, unless the statute authorizing the fee specifies a reduced fee amount for that term.

Education Code 54.5025, 54.010

WAIVER OF FEES

Except as provided below, the Board may waive a mandatory or discretionary fee for a student if the Board determines that the student is not reasonably able to participate in or use the activity, service, or facility for which the fee is charged.

Except as provided below, the Board may waive a mandatory discretionary fee for a specific category of students if the Board determines that the waiver is in the best interest of the College District or is critical to the viability of an academic initiative.

The Board must ensure that a waiver under this section does not result in the College District’s inability to service a debt to which revenue
from the fee is obligated or to support an activity, service, or facility for which the fee is charged.

The Board is not permitted to waive payment of tuition or laboratory fees.

The Board may limit or prohibit a student's participation in or use of an activity, service, or facility supported by a fee that is waived for the student.

*Education Code 54.5035*

DATE ISSUED: 01/26/2000
UPDATE 14
FN(H)-CJC