

# Application for Tuition Rebate

**Directions:** BOTH pages of this form should be submitted on or before the end of the term of the semester you intend to graduate. Forms submitted after the end of the term of graduation will NOT be considered.

**How to Submit Form:** The completed form must be submitted via [Document Uploader](#) OR email to [GraduationCoordination@utsa.edu](mailto:GraduationCoordination@utsa.edu) OR in person at the One Stop Center drop box at Main Campus.

## CHECKLIST

Are you eligible for the Texas Tuition Rebate? This checklist will help you determine if you are qualified to receive a tuition rebate of up to \$1,000 as stated in Section 54.0065 of the Texas Education Code. You must meet all of the following eligibility requirements:

- I enrolled for the first time in an institution of higher education in the Fall semester 1997 or later.
- I am receiving my first bachelor's degree. (If you are receiving a second bachelor's or graduate degree, STOP, you are not eligible for the rebate.)
- I have been a Texas resident and have been eligible to pay resident tuition at all times while pursuing my bachelor's degree.
- I am graduating with a four year degree in four calendar years or within five calendar years for a five year degree. (This applies only to students who enrolled for the first time beginning in Fall 2005.)
- I have attempted all coursework at a general academic teaching institution.
- I have attempted no more than three semester hours beyond the minimum number of hours required for the degree under the catalog under which I am graduating.

Hours attempted include: transfer credit, credit earned by examination (the first nine semester credit hours are excluded from attempted hours), courses the student dropped or withdrew from after the official census date, for-credit developmental courses, optional internship and cooperative education courses, failed courses, and repeated courses.

Attempted hours that may not count: hours earned to satisfy the requirements for a Reserve Officers' Training Corps (ROTC) program (that are not required to complete the degree program) shall not be counted. Courses dropped for reasons that are determined by the institution to be totally beyond your control shall not be counted (if you dropped or withdrew from more than three semester hours of coursework after the census date for reasons that you feel were totally beyond your control, explain the reasons on a separate page. Attach documentation to support your reasons. Include your name and ID number on all documents). Concurrently earning a baccalaureate degree and a Texas teaching certificate. Required teacher education courses shall not be counted to the extent that they are over and above the free electives allowed in the baccalaureate degree program.

**Final Decisions will be sent via email.** If you qualify for the tuition rebate, the rebate shall first be applied to any outstanding student loans, including emergency loans, owed to or guaranteed by the state, including the Texas Guaranteed Student Loan Corporation.

If you are denied the tuition rebate, you may petition with the [Bursar's Office](#).

If you paid UTSA less than \$1,000 in tuition, you may qualify for an increase in the amount of your rebate, not to exceed \$1,000, by providing proof of tuition paid to other Texas institutions of higher education. To apply for an increase, attach copies of fee bills to this application that show institution, semester, fee amount paid, fee payment date, and method of payment (e.g., cash, check, loan, scholarship, credit card).

Your rebate, less amounts credited to outstanding student loans, will be mailed within 60 days following graduation to your permanent address as maintained by the Office of the Registrar. You may update your permanent address via ASAP.

**If you are eligible for a tuition rebate, submit this form to the Office of the Registrar on or before the end of the term of the semester you intend to graduate. Forms submitted after the end of the term of graduation will NOT be considered.**

### UTSA OFFICE USE ONLY:

myUTSA ID: \_\_\_\_\_ Student's First Name: \_\_\_\_\_ Last: \_\_\_\_\_



**STUDENT INFORMATION** =====

Student's Full Name: \_\_\_\_\_ myUTSA ID: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Permanent Address (*as on ASAP*):  
\_\_\_\_\_  
\_\_\_\_\_

Term and year of graduation: \_\_\_\_\_ Teacher Certification?    Yes    No

Which degree(s) and major(s) are you intending to graduate with?:

Degree(s) pending: \_\_\_\_\_

Major(s) pending: \_\_\_\_\_

List all the institutions of higher education attended, including UTSA:

<i>College/University Name</i>	<i>Dates Attended</i>	<i>Degree(s) Received (if applicable)</i>
The University of Texas San Antonio		

**SIGNATURE** =====

I have read the eligibility requirements and by submitting a completed Application for Tuition Rebate form, I authorize UTSA representatives to access my financial records at other institutions of higher education to determine my eligibility for a tuition rebate. I authorize UTSA representatives to discuss this petition with me by telephone or by email, using the information maintained by the Office of the Registrar.

I understand that if I have any outstanding student loans, including emergency loans, owed to or guaranteed by the state, including the Texas Guaranteed Student Loan Corporation, the rebate will be applied first to those loans and any remainder will be paid to me.

I certify that the information provided is true and represents a complete history of my academic record.

Student Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

*\*Electronic signature - typing your name will suffice as an authentic signature. This form does NOT need to be printed and scanned.*

With a few exceptions, you are entitled on your request to be informed about the information U.T. San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that U.T. San Antonio collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government code) and rules. Different types of information are kept for different periods of time.

===== **UTSA OFFICE USE ONLY:** =====

Date: \_\_\_\_\_ Received By: \_\_\_\_\_ Processed By: \_\_\_\_\_