

Contract to Graduate or 30/45 SCH Excess Fee Waiver

Eligibility for a Contract to Graduate (C2G) is based solely on economic hardship, students must have: Pell Grant eligibility, work-study, or other need based financial aid; OR

Eligibility for a Petition to Waive Charges for Exceeding 30/45 semester credit hours (SCH) charges is based on extenuating circumstances beyond the student's control. A student must not qualify for need-based financial aid. Students applying for 30/45 Waiver must having extenuating circumstances falling into the following category(ies):

- Acute Medical: A severe illness or other debilitating condition that affected academic performance
- Disability: An identified disability (mental health, physical, cognitive, etc.) requiring accommodations or auxiliary aids that affected academic performance
- Other: Extraordinary circumstances or hardships that have impacted your ability to meet academic requirements.

Note: The Texas Education Code section 54.014 states, "An institution of higher education may charge a resident undergraduate tuition at a higher rate than the rate charged to other resident undergraduate students, not to exceed the rate charged to nonresident undergraduate students, if before the semester or other academic session begins the student has previously attempted a number of semester credit hours for courses taken at any institution of higher education while classified as a resident student for tuition purposes that exceeds by at least 30 hours the number of semester credit hours required for completion of the degree program in which the student is enrolled." The law allows institutions to adopt a policy that exempts students from the payment of that higher rate solely as a result of hardship as determined by the institution.

Student Information

myUTSA ID: _____ First Name: _____ Last Name: _____

This petition is intended to allow me to complete my Bachelor's degree in (major) _____ without being charged the higher tuition rate for excess hours needed to obtain my Bachelor's degree.

Effective Term of Excess Charges: Fall Spring Summer Year: _____

Please note that the Excess Charges will not be waived or reimbursed for prior terms. This form must be submitted by 5:00 PM ten days to the final day of the term. All supporting documents must be submitted by the final day of the term to be processed.

Application Type

Based on my circumstances, I will be applying for:

Contract to Graduate (C2G)

- Contact your assigned academic advisor about excess fees
- Submit this form, marked C2G contract, to advisor and receive a semester-by-semester plan
- Submit completed C2G and semester-by-semester plan to c2g@utsa.edu
- Enrollment Operations will verify need-based aid
- Student will receive notification of approval or denial via their university email.

Petition to Waive Charges for Exceeding 30/45 semester credit hours (SCH)

- Contact your assigned academic advisor about excess fees
- Submit this form, marked 30/45 SCH Excess Fee waiver, to advisor and receive a semester-by-semester plan
- Write a brief letter explaining extenuating circumstances
- Submit completed 30/45 Excess Fee Waiver, letter explaining circumstances, supporting documentation, semester-by-semester plan to c2g@utsa.edu
- Petition committee will review and notify students of decision

Acknowledgement & Certification

Your signature on this document confirms your acknowledgement of the following statements:

- I am allowed to submit this one-time petition and its outcomes are final. I must complete the remaining coursework for my Bachelor's degree exactly as outlined on my semester-by-semester plan. This includes completing all remaining coursework by the final term listed on my semester-by-semester plan. Failure to do so will result in the withdrawal of the exemption and I will be subject to the higher tuition rate.
- Any courses taken that are not needed to obtain my Bachelor's degree (for example, to complete a double major, minor, concentration, postgraduate pre-requisites or other reasons) will be charged at the higher tuition rate.
- If I drop, fail, or repeat any course, I will be charged the higher tuition rate for the retaking of that course and will be held responsible for any and all additional fees.
- If I choose to increase my attempted hours or enroll in courses not listed on my degree plan, I will be charged the higher tuition rate for those courses and held responsible for any and all additional fees.
- If required courses are not offered by UT San Antonio or if required courses are scheduled in direct conflict with each other, based on the semester outline, my contract will need to be revised and I will not be held responsible for additional charges.
- My petition is subject to any and all university policies not listed here.
- I will submit my petition to c2g@utsa.edu within 5 business days of my advisor signing off on the petition

Student Acknowledgement

Student Signature: _____ Date: _____

Academic Advisor Acknowledgement

Advisor Name: _____ Advisor Signature: _____ Date: _____

Submit this Form

Email

Email this form and supporting documents to c2g@utsa.edu.

Disclaimer: *With a few exceptions, you are entitled on your request to be informed about the information UT 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 UT 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.*