

UNIVERSITY OF HOUSTON - TEXAS TUITION REBATE STUDENT CHECKLIST

This checklist follows the requirements outlined in the Texas Higher Education Coordinating Board rules on Tuition Rebates, Chapter 13, Subchapter E. You must meet all of the following requirements in order for your tuition rebate request to be considered. You may check with your academic advisor if you are not sure about the answers to some of the requirements.

1. Yes No I enrolled for the first time in an institution of higher education in the fall 1997 semester or later.
2. Yes No I enrolled for the first time in fall 2005 or later. *If no: not applicable. If yes: answer the following.*
Yes No I am graduating within four calendar years for a four-year degree. (or I am graduating within five calendar years for a five-year degree, currently the Bachelor of Science in Architecture is the only approved five-year degree.)
3. Yes No I am receiving my first baccalaureate degree from a general academic teaching institution. (Students receiving a second bachelor's degree or a graduate degree are not eligible for the rebate.)
4. Yes No I have **attempted no more than three hours in excess of the minimum number of semester credit hours** required to complete the degree requirements from the catalog under which I am graduating. (*Example: Degree = 120 hours, you should have no more than 123 total attempted hours.*) Check with your academic advisor if you're not sure.

Note that hours attempted include:

- Transfer credits – all evaluated attempted hours from other institutions
 - Course credit earned exclusively by examination (the first 9 hours are not counted in the attempted hours.)
 - Courses dropped after the official census date (these courses may appear as a "W", "**", or "Q" on the transcript – if you have more than one "W" you may be over hours.)
 - For-credit developmental courses
 - Optional internship and cooperative education courses
 - Repeated courses
5. Yes No I am a resident of Texas.
 6. Yes No I have been entitled to pay resident tuition at all times while pursuing the degree.
 7. Yes No I am applying for the tuition rebate before the official closing of the semester prior to receiving the baccalaureate degree. (If your degree has already been awarded it is too late to apply.)
 8. Yes No I have answered yes to all of these requirements. (except #2 if not applicable)

- If you have answered yes to all the requirements (except #2 if not applicable), complete the tuition rebate request form, attach any transfer school transcripts and submit it to your College advising office for review.
- If your rebate request is approved, the rebate request will be forwarded to Financial Aid and the Bursar's Office for processing.
- If your rebate request is approved and you have student loans with the State of Texas, the rebate will be applied to your student loans first and any remaining credit will be applied to your account.
- If your rebate request is disapproved, you will be notified via your UH email address.

You must keep your mailing address updated with UH for at least 60 days after your graduation date. The review and rebate process is completed within 60 days from the date your degree is posted.

Disputes related to lower division credit transfer should be resolved in accordance with the Texas Higher Education Coordinating Board rules, Chapter 4, Section 4.27 of The Texas Education Code (relating to Transfer of Lower Division Course Credit). Students who do not meet the eligibility requirements of section III item D of the Tuition Rebate policy (Texas Higher Education Coordinating Board rules §13.82(4) (relating to Eligible Students) because of hardship conditions may attach to their rebate request documentation verifying any of the following hardship conditions: (1) severe illness or other debilitating condition that may have affected the student's academic performance; (2) an indication that the student was responsible for the care of a sick, injured, or needy person and that the student's provision of care may have affected his or her academic performance; or (3) performance of active duty military service. Disputes related to other academic issues should be directed to, in the following order of progression, the Dean of the college and the Office of the Senior Vice President for Academic Affairs and Provost. (MAPP 05.03.04)

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