

Request for Undergraduate Tuition Rebate Form – University of Houston

Please complete the rebate requirements student checklist before completing and forwarding this form.

Rev APM: 22 June 2007

PART A. TO BE COMPLETED BY STUDENT. Please type or clearly print the information. Date Submitted: _____

Mr. Ms. _____
Student's First Middle Last Name

Student ID: _____

Street Address: _____

Telephone number: _____

City, State, Zip: _____

UH email address: _____@uh.edu
(keep email address updated on account up to 60 days past graduation)

_____ Semester/Year First Enrolled in an Institution of Higher Education

_____ Catalog Year started at UH (degree plan falls under this Undergraduate Studies Catalog year(s))

_____ Semester/Year Applied for Graduation

Yes No I have attached official transcripts from all other institutions I have attended.

Undergraduate Degree Objective(s): _____

Major: _____ Minor: _____

I have an outstanding educational debt and understand, as required by statute, it will be applied to the following education loan:
(Indicate preferred loan to which you wish to have the rebate applied)

Federal Unsubsidized Stafford Loan

Federal Subsidized Stafford Loan

Federal Perkins Loan

University Loan

Student Signature: _____

Date: _____

PART B. Review of Undergraduate History by Academic Advising. Date Received: _____

Yes No Student applied for rebate before official closing of semester receiving the baccalaureate degree.

Yes No Student enrolled for the first time in an institution of higher education in fall 1997 semester or later.

If student enrolled in fall 2005 or later:

Yes No Student has completed four year degree in four years (or 5 year degree in 5 years, only B.S. Arch as of June 2007).

_____ Minimum number of hours required for the degree.

_____ Total hours attempted at University of Houston. (Includes any hours for courses dropped after ORD)

_____ Total hours attempted at other institutions/transfer credits

_____ Total hours of credit by examination

_____ Total attempted hours (subtract the first 9 credit by exam hours, if any, from total attempted hours)

_____ Total hours in excess of the permitted number of hours, if any. (Only 3 hours over the minimum for degree are permitted)

Yes No Student's degree has been awarded. _____ Semester/Year

If all requirements have been met, the advisor forwards this form to the Provost for approval. If not, advisor emails student notice of ineligibility.

_____ Date

_____ Printed name of College Representative

_____ Signature of College Representative

If forwarding to Provost please include advisor/reviewers contact information:

College: _____ Mail Code: _____ Tel. extension: _____ Email address: _____@uh.edu

PART C. Review by the Office of the Senior Vice President for Academic Affairs & Provost. Date Received: _____

APPROVED

DISAPPROVED

_____ Date

_____ Printed name of Provost representative

_____ Signature of Provost representative

PART D. Review by Scholarships & Financial Aid. Date Received: _____

Yes No The student has outstanding educational indebtedness.

The undergraduate tuition rebate should be applied to the following educational indebtedness:

_____ Amount of Federal Unsubsidized Stafford Student Loan

_____ Amount of Federal Subsidized Student Loan

_____ Amount of Federal Perkins Loan

Yes No NSLDS Information Attached.

Rebate to be sent to Lender/Loan Servicer: _____

Mailing Address: _____

_____ Date

_____ Printed name of Financial Aid representative

_____ Signature of Financial Aid representative

PART E. Processing by Bursar's Office. Date Received: _____

Yes No Student graduated from the university. (Must be verified before fund disbursement.)

_____ Amount of student rebate applied to student account.

_____ Date

_____ Printed name of Bursar's representative

_____ Signature of Bursar's representative