

## 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 ID: \_\_\_\_\_  
 Student's First Middle Last Name Telephone number: \_\_\_\_\_

Street Address: \_\_\_\_\_ UH email address: \_\_\_\_\_@uh.edu  
 City, State, Zip: \_\_\_\_\_ (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 \_\_\_\_\_ 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. ACADEMIC ADVISING.** Review of the student's undergraduate history. **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 e-mails 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: \_\_\_\_\_ MailCode: \_\_\_\_\_ Tel. extension: \_\_\_\_\_ Email address: \_\_\_\_\_@uh.edu

**PART C.** Review by the Office of the Senior Vice President for Academic Affairs and 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  
 Yes No NSLDS Information Attached      \_\_\_\_\_ Amount of Federal Perkins Loan  
 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