

Request for Undergraduate Tuition Rebate Form – University of Houston

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

Rev APM: 1 Aug 2012

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

Email address: _____ (keep email address updated on account up to 60 days past graduation)

_____ Anticipated graduation term/date: _____
_____ I have attached official transcripts not already submitted to UH from other institutions I have attended.
_____ 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:** _____

Degree Objective: _____

_____ Catalog year
_____ Semester/Year first enrolled in an institution of higher education
_____ Semester/Year applied for graduation

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.
Yes No Student is a Texas resident and entitled to pay resident tuition at all times while pursuing the degree.

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).
Yes No Student's degree has been awarded.

Advisor holds request until graduation awarded, if eligible for rebate.

_____ **(A) Minimum number of hours required for the degree.**
_____ (B) Total hours attempted at University of Houston. (includes any hours for courses dropped after ORD)
_____ (C) Total hours attempted at other institutions/transfer credits
_____ **(D) Total attempted hours:** add B and C
_____ (E) Total hours earned by dual-credit. (all dual-credit will be exempt from the final count below)
_____ (F) Total hours earned by credit by examination. (first 9 CBE will be exempt from the final count below)
_____ (G) Total hours earned to satisfy Reserve Officer Training Corps (ROTC) program requirements eg UH rubrics AFSC, NAVY, MSCI
_____ **(H) Total adjusted hours:** add E through G (line F maximum hours exempted and added to this total is 9)
_____ **(I) Total Hours:** subtract H from D
_____ **(J) Total hours in excess** of permitted number of hours, if any (subtract I from A). Only 3 hours over minimum for degree are permitted.

*If all requirements have been met for approval, upon awarding completion of degree, the advisor forwards this form to the Provost for approval.
If disapproved, advisor emails student notice of ineligibility.*

APPROVAL

Yes No _____
Date Printed name of College Representative Signature of College Representative
College: _____ Tel. extension: _____ UH email address: _____

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

APPROVAL

Yes No _____
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