

## EXPENSES

To meet the demands for a quality education in its broadest sense, required expenses for Tarleton students are kept low. Comparisons reveal that Tarleton's total cost of about \$11,770 for two regular semesters is among the lowest of any public Texas university. Total cost includes tuition, meals, room, and all other fees. An additional \$3,220 for personal expenses makes the cost of a school year at Tarleton approximately \$14,990.

NOTE: The fees provided below are based on the 2008-2009 fee schedule approved by The Texas A&M University System Board of Regents at its March 2008 meeting. The Tuition Fee below is an estimate and is subject to change based on Board action and Legislative requirements.

### **2008-2009 REGULAR SESSION FEES**

#### **Fall and Spring Semesters**

|  |  |
|--|--|
| Tuition Fee (see Note) (required)  |  |
| Texas Resident – Undergraduate <sup>1</sup> .....  | \$138.50 per hour                      |
| Texas Resident – Graduate <sup>1</sup> .....   | \$158.50 per hour                      |
| Nonresident <sup>1</sup> Graduate or Undergraduate .....   | \$419.50 per hour                      |
| Student Services Fee (required)  |  |
| Stephenville campus .....  | \$16.30 per hour with \$195.60 maximum |
| Tarleton – Central Texas.....  | \$7.20 per hour with \$166.80 maximum  |
| Academic Support and Advising Fee (required-Stephenville Campus and<br>Off-campus/Online Courses)..... | \$2.00 per hour                        |
| Computer Processing Fee (required) .....   | \$4.00 per hour                        |
| Distance Education Degree Program Course Fees.....   | \$360-\$800 per course                 |
| Distance Learning Fee (on-line courses) .....  | \$40.00 per hour                       |
| Endowment Scholarship Fee (required-Stephenville Campus).....  | \$1.00 per hour                        |
| Excessive Hours Fee.....   | \$100.00 per hour                      |
| Freshman Year Experience Fee (required-Stephenville).....  | \$100.00 1 <sup>st</sup> semester      |
| General Property Deposit, returnable (required) .....  | \$10.00 <sup>2</sup>                   |
| Health Service Fee (required-Stephenville Campus).....   | \$3.70 per hour                        |
| Identification System Fee (required).....  | \$10.00 per semester                   |
| Instructional Equipment Fee (required) .....   | \$2.40 per hour                        |
| Intercollegiate Athletics Fee (required-Stephenville).....   | \$6.00 per hour w/\$78.00 max.         |
| International Education Fee (required).....  | \$4.00 per semester                    |
| International Student Program Fee.....   | \$40.00 per semester                   |
| Library Access Fee (required).....   | \$5.00 per hour                        |
| Off-Campus Program Delivery Fee.....   | \$28.00 per hour                       |
| Parking Fee (optional).....  | \$25.00 per semester                   |
| Program Delivery Fee (required, Tarleton – Central Texas).....   | \$23.00 per hour                       |
| Records Fee (required).....  | \$10.00 per semester                   |
| Recreational Sports Fee (required, Stephenville).....  | \$100.00 per semester                  |
| Repeated Courses Fee.....  | \$100.00 per hour                      |
| Room Reservation & Damage Deposit (required, residence hall students)                                  | \$100.00 <sup>2</sup>                  |
| Student Center Facility Fee (required, Stephenville campus)<br>.....                                   | \$3.60 per hour with \$36.00 maximum   |
| Yearbook (Undergraduate-Stephenville Campus-Spring Semester Only) .....                                | \$25.00                                |

### **2009 SUMMER SESSION FEES**

|   |                   |
|---|-------------------|
| Tuition Fee (see Note) (required)                 |                   |
| Texas Resident – Undergraduate <sup>1</sup> ..... | \$138.50 per hour |

|   |                                       |
|---|---------------------------------------|
| Texas Resident – Graduate <sup>1</sup> .....                                | \$158.50 per hour                     |
| Nonresident <sup>1</sup> .....  | \$419.50 per hour                     |
| Student Services Fee (required)   |                                       |
| Stephenville campus .....   | \$9.70 per hour with \$195.60 maximum |
| Tarleton – Central Texas .....  | \$7.20 per hour with \$166.80 maximum |
| Academic Support and Advising Fee .....                                     | \$2.00 per hour                       |
| Computer Processing Fee (required) .....                                    | \$4.00 per hour                       |
| Distance Education Degree Program Course Fees .....                         | \$360-\$800 per course                |
| Distance Learning Fee (on-line courses) .....                               | \$40.00 per hour                      |
| Endowment Scholarship Fee (required-Stephenville Campus) .....              | \$1.00 per hour                       |
| Excessive Hours Fee .....   | \$100.00 per hour                     |
| Freshman Year Experience Fee (required-Stephenville) .....                  | \$100.00 1 <sup>st</sup> Semester     |
| General Property Deposit, returnable (required) .....                       | \$10.00 <sup>2</sup>                  |
| Health Service Fee (required-Stephenville Campus) .....                     | \$3.70 per hour                       |
| Identification System Fee (required) .....                                  | \$10.00 per semester                  |
| Instructional Equipment Fee (required) .....                                | \$2.40 per hour                       |
| Intercollegiate Athletics Fee (required-Stephenville) .....                 | \$6.00 per hour w/\$78.00 max         |
| International Education Fee (required) .....                                | \$4.00 per semester                   |
| International Student Program Fee .....                                     | \$40.00 per semester                  |
| Library Access Fee (required) .....   | \$5.00 per hour                       |
| Off Campus Program Delivery Fee .....                                       | \$28.00 per hour                      |
| Parking Fee (optional) .....  | \$10.00 per semester                  |
| Program Delivery Fee (required, Tarleton – Central Texas) .....             | \$23.00 per hour                      |
| Records Fee (required) .....  | \$10.00 per semester                  |
| Recreational Sports Fee (Required Stephenville) .....                       | \$50.00 per semester                  |
| Repeated Courses Fee .....  | \$100.00 per hour                     |
| Room Reservation & Damage Deposit (required, residence hall students) ..... | \$100.00 <sup>2</sup>                 |
| Student Center Facility Fee (required, Stephenville campus) .....           |                                       |
| .....   | \$3.60 per hour with \$18.00 maximum  |

<sup>1</sup> Includes State Tuition Rate of \$50 per semester credit hour for Undergraduates/\$70 per semester credit hour for Graduates/\$331 per semester credit hour for non-resident plus \$88.50 per semester credit hour for Designated Tuition. Previously, a General Use Fee was assessed for all students. The General Use Fee has been reclassified as Designated Tuition as per the acts of the 75<sup>th</sup> Texas Legislature. Reference Texas Education Code §54.0512 and §54.0513.

<sup>2</sup> For students without a deposit on file.

### **EXPLANATION OF FEES**

Please Note: The following fees are required of all students, regardless of classification (undergraduate or graduate) or type of housing (on- or off-campus) with the exception of fees designated by campus: Tuition, Student Services (Stephenville Campus & Tarleton-Central Texas Campus), Student Center Facility (Stephenville Campus), Academic Advising & Support (Stephenville and Off-Campus/Online Courses), Computer Processing, Endowment Scholarship (Stephenville Campus), Health Service (Stephenville Campus), Identification System, Records, Library Access, Intercollegiate Athletics (Stephenville Campus), Instructional Equipment, International Education, Program Delivery (Tarleton-Central Texas Campus) Recreational Sports Fee (Stephenville Campus Only) and General Property Deposit. Off Campus Program Delivery Fee, Distance Learning Fee, and Distance Ed Degree Program Fee are assessed to off-campus locations, on-line courses and Distance Ed Degree Programs respectively.

**Note 1:** The following are **payable on an installment basis** in the regular semesters.

**TUITION FEE.** Tuition for Texas resident undergraduate students is \$138.50

per semester credit hour. Tuition for Texas resident graduate students is \$158.50 per semester credit hour. Tuition for non-resident students, including those who are not U.S. citizens, is \$419.50 per semester credit hour. See "Determination of Residence for Tuition Purposes" in this section for more information.

**STUDENT SERVICES FEE – STEPHENVILLE CAMPUS.** This fee of \$16.30 per semester credit hour, with a \$195.60 maximum per regular semester and \$9.70 per semester credit hour, with a \$195.60 maximum per summer semester, is for support of student activities. It includes a subscription to the **J-TAC** (the student newspaper), admission to all athletic events, including intramural athletics, fees for the Barry B. Thompson Student Center, and student discounts for all special events performances in the Fine Arts Center. The fee also supports student government, student organizations, student travel, student counseling, rodeo activities, the cheerleaders, and Texan Stars. This fee is not assessed on courses offered online or at off-campus locations.

**STUDENT SERVICES FEE – TARLETON – CENTRAL TEXAS.** This fee of \$7.20 per semester credit hour with a \$166.80 maximum per semester is for the support of student activities at Tarleton – Central Texas. This fee is not assessed on courses offered online or at off-campus locations.

**ACADEMIC SUPPORT & ADVISING FEE.** This fee of \$2 per semester credit hour is used to cover costs of providing academic support programs and academic advising services. This fee is not assessed on courses offered at Tarleton-Central Texas.

**AGRICULTURAL FACILITIES FEE.** This fee of \$17 per course is charged to all students who register for agriculture courses and is used by the College of Agriculture and Technology to provide agricultural facilities to support the agricultural degree programs and courses.

**COMPUTER PROCESSING FEE.** This fee of \$4 per semester credit hour is used to cover costs of providing computing access to the students and computing services for administrative and instructional purposes.

**COURSE FEES.** These fees are charged to cover the costs of materials and services directly associated with selected classroom or laboratory activities.

**DISTANCE EDUCATION DEGREE PROGRAM COURSE FEE.** This fee, with a range of \$360-\$800 per course based on the degree program associated with the course, will allow for delivery and ensure the quality of the university's Distance/Distributed Education Programs.

**DISTANCE LEARNING FEE.** This fee of \$40 per semester credit hour is assessed on all online courses to provide web-based student services support.

**ENDOWMENT SCHOLARSHIP FEE.** This fee of \$1 per semester credit hour is to create additional scholarship funds to assist students with their college education. This fee is not assessed to on-line, off-campus or Tarleton-Central Texas.

**EXCESSIVE HOURS FEE.** This fee of \$100 per semester credit hour is charged to students with excessive semester credit hours towards a degree program. Reference Texas Education code § 54.014 which provides a limit on the number of hours an undergraduate Texas resident may attempt while paying in-state tuition. For more information, please visit [www.tarleton.edu/~registrar](http://www.tarleton.edu/~registrar).

**FIELD ASSIGNMENT FEE.** This fee of \$75 per course is charged to all students who register for a student teaching, internship, field placement, or cooperative education course. The fee is used for costs directly associated with these courses.

**FRESHMAN YEAR EXPERIENCE FEE.** This one-time fee of \$100, charged the first semester to all new and transfer students with less than 30 semester credit

hours, is used to cover costs associated with the Freshman Year Experience Program. This fee is assessed to the Stephenville Campus only.

**GENERAL PROPERTY DEPOSIT (Breakage Deposit).** Students must have a general deposit of \$10 on file.

**HEALTH SERVICE FEE.** This fee of \$3.70 per semester credit hour is used to cover costs of the Student Health Center. This fee is not assessed on courses offered at Tarleton – Central Texas, online, or at off-campus locations.

**IDENTIFICATION SYSTEM FEE.** This fee is \$10 for each semester. It is not a purchase fee. A permanent ID Card is issued to incoming students to be used for their entire enrollment at Tarleton. A \$10 replacement fee will be charged for replacement of lost or damaged cards.

**INSTRUCTIONAL EQUIPMENT FEE.** This fee of \$2.40 per semester credit hour is used to maintain and upgrade equipment used directly in student instruction.

**INTERCOLLEGIATE ATHLETICS FEE.** This fee of \$6 per semester credit hour, with a \$78 maximum per semester, is used to support intercollegiate athletics at Tarleton State University. This fee is assessed to the Stephenville Campus courses only.

**INTERNATIONAL EDUCATION FEE.** This fee of \$4 per semester is used to assist students participating in international student exchange or study programs.

**INTERNATIONAL STUDENT PROGRAM FEE.** This fee, assessed only to international students at a rate of \$40 per semester, funds expenses directly associated with the International Education Program.

**LABORATORY FEE.** A fee of not less than \$2 and not more than \$30 for each laboratory course may be charged for materials and supplies.

**LATE REGISTRATION FEE.** Students who do not register or make initial payment on days set aside for that purpose will pay a late fee of \$25.

**LATE PAYMENT FEE.** Students not making an installment payment by the due date will be charged a late payment fee of \$10. Students who are delinquent more than five days may be prohibited from registering for classes and may be blocked from all University services.

**LIBRARY ACCESS FEE.** This fee of \$5 per semester credit hour is used to purchase materials and equipment and to support the operations of the Dick Smith Library.

**OFF-CAMPUS PROGRAM DELIVERY FEE.** This fee of \$28 per semester credit hour is used to cover additional expenses associated with the cost of delivering off campus programs.

**MATERIALS FEE.** This fee may be added for specialized courses requiring supplies to supplement instructional activities.

**PARKING FEE.** Students who wish to park a vehicle on any part of Tarleton property will pay a parking fee of \$25 for each regular semester and \$10 per summer semester.

**PROGRAM DELIVERY FEE.** This fee of \$23 per semester credit hour is charged to all students who register for courses based at the Tarleton-Central Texas Center, including Fort Hood. The fee is used to support the additional expenses associated with offering the program in Killeen.

**RECORDS FEE.** This fee of \$10 per semester is used to cover the cost of maintaining academic records.

**RECREATIONAL SPORTS FEE.** This fee of \$100 per regular semester and \$50 per summer semester is used to fund debt service requirements and operational costs of the facility.

**REPEATED COURSES FEE (3-PEAT).** This additional course fee will be charged at a rate of \$100 per semester credit hour to those students who have

attempted the same course for a third time since Fall 2002. This provision is described in the Texas Higher Education Coordinating Board Rules (Chapter 13, Subchapter B, §13.25). For additional information please visit [www.tarleton.edu/~registrar](http://www.tarleton.edu/~registrar).

**ROOM & MEALS FEES.** All students living in the residence halls are required to pay for meals, in addition to room-rent fees. Meals are provided in modified cafeteria style during specific meal hours. Evening meals will not be served on days preceding holidays and end of semester or summer sessions. Room and meal rates and meal times are published in pamphlets available from Student Life and Business Services. Meal fees include state sales tax. No deductions will be made from charges for meals and room rent when students move into the residence hall within ten days after the opening of a semester, nor will refunds be made when students withdraw during the last ten days of a semester or the last ten days for which payment has been made.

**STUDENT CENTER FACILITY FEE.** This fee of \$3.60 per semester credit hour, with a \$36 maximum per regular semester and \$18 maximum per summer semester, is used for operating, maintaining, improving, and equipping the Barry B. Thompson Student Center. This fee is not assessed on courses offered at Tarleton-Central Texas, online, or at off-campus locations.

**TESTING FEE.** A testing fee of \$15 for freshmen and transfer students will be assessed to cover required institutional testing, such as for Math and English placement, writing proficiency, or achievement. It is charged on first enrollment for a fall or spring semester and covers all institutional testing while the student is enrolled.

**TEXAN BUCKS.** This is an optional fee available for students to obtain points (1 cent = 1 point) that allow them to use their ID cards to make on-campus purchases at the Snack Bar, Dining Hall, Food Court, Campus Bookstore, Coffee Bar, Student Health Center, Game Room, Dick Smith Library, and University Police Department. Copy, laundry, and beverage vending machines across campus accept Texan Bucks. Many off-campus businesses also utilize Texan Bucks. Texan Bucks accounts may be opened with an initial deposit of \$20. Cash withdrawals are not allowed.

**YEARBOOK FEE.** A fee of \$25 for the Tarleton yearbook, *The Grassburr*, is charged each Spring semester to undergraduate students enrolled in courses at the Stephenville Campus. This fee is used to cover publication costs of the yearbook.

**Note 2: The following fees are NOT payable on an installment basis.**

**INSTALLMENT FEE.** The Texas Education Code includes a provision for students to pay tuition and certain designated fees for the fall and spring semesters on an installment basis. Students may elect to pay in full or in three installments. Students who elect to pay on the installment plan will be charged an installment fee of \$20 per semester and will be required to sign an installment agreement.

**ROOM RESERVATION AND DAMAGE DEPOSIT.** All residence hall students are required to have a room reservation and damage deposit of \$100 on file.

**PAYMENT OF FEES**

All of the aforementioned fees must be paid by a designated date, which is stated on the student's bill. Student account information is available thru *Texan Bill Pay* via DuckTrax. Services offered include: 24/7 access, E-bills, Electronic Refunding, On-line Payment Plan enrollment, and Authorized User access. Payment due dates are also displayed via Ducktrax at [www.tarleton.edu](http://www.tarleton.edu) and on Business Services webpage at [www.tarleton.edu/~bussvcs](http://www.tarleton.edu/~bussvcs). **The following**

**options are available for fee payment in regular semesters:**

OPTION 1. Payment in full by the designated date.

OPTION 2. Payment in three installments as follows:

Installment 1: 50% of Note 1 fees and all of Note 2 fees by designated date;

Installment 2: 25% of Note 1 fees prior to the start of the 6th class week;

Installment 3: 25% of Note 1 fees prior to the start of the 11th class week.

Each student who elects option 2 must enroll in the Payment Plan thru *Texan Bill Pay* via Duck Trax. An installment agreement must be on file in the Business Services Office. Students who fail to make tuition and fees payment by the due date may be prohibited from registering for classes for a succeeding semester until payment is made. Moreover, nonpayment prior to the end of the semester means the student may be denied credit for the work done that semester.

For short sessions, payment in full is due by the designated date.

**NOTICE CONCERNING CHECK PAYMENTS:** In an effort to reduce processing costs, Tarleton State University will begin processing paper checks electronically effective July 14, 2008. If you deliver a check in-person or mail it to the University, your paper check will be converted to an electronic Automated Clearing House (ACH) transaction. For your reconciliation purposes, these checks will now appear on your monthly bank statement as an Electronic Debit. If you do not wish to have your account electronically debited, please speak with the Office of Business Services staff concerning your options when paying by check.

**REFUNDS**

Students who have paid fees in full and withdraw from the University will receive refunds for tuition, student services fee, academic advising & support fee, computer processing fee, health service fee, endowment scholarship fee, student center facility fee, excessive hours fee, international education fee, instructional equipment fee, records fee, program delivery fee, off-campus course fee, intercollegiate athletics fee, international student program fee, distance education degree program course fee, library access fee, recreational sports fee, repeated courses fee, field assignment fee, agricultural facilities fee, course fees and laboratory fees. Students paying on an installment basis and who withdraw from the University will be required to pay the balance of fees due. The refund schedule is as follows:

|   |      |  |      |
|---|------|--|------|
| <u>3 or 4-week session</u>  |      | <u>5 or 6-week session</u>   |      |
| Prior to 1 <sup>st</sup> class day  | 100% | Prior to 1 <sup>st</sup> class day   | 100% |
| 1 <sup>st</sup> , 2 <sup>nd</sup> class day                                     | 80%  | 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> class day  | 80%  |
| 3 <sup>rd</sup> , 4 <sup>th</sup> class day                                     | 50%  | 4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup> class day  | 50%  |
| 5 <sup>th</sup> class day   | 0    | 7 <sup>th</sup> class day  | 0    |
| <u>7 to 12-week session</u>   |      | <u>13 or more-week session</u>   |      |
| Prior to 1 <sup>st</sup> class day  | 100% | Prior to 1 <sup>st</sup> class day   | 100% |
| 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> class day | 80%  | 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> class day      | 80%  |
| 5 <sup>th</sup> , 6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> class day | 50%  | 6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> , 9 <sup>th</sup> , 10 <sup>th</sup> class day     | 70%  |
| 9 <sup>th</sup> class day   | 0    | 11 <sup>th</sup> , 12 <sup>th</sup> , 13 <sup>th</sup> , 14 <sup>th</sup> , 15 <sup>th</sup> class day | 50%  |
|   |      | 16 <sup>th</sup> , 17 <sup>th</sup> , 18 <sup>th</sup> , 19 <sup>th</sup> , 20 <sup>th</sup> class day | 25%  |
|   |      | 21 <sup>st</sup> class day   | 0    |

### **WITHDRAWING FROM ALL COURSES AT THE UNIVERSITY**

Effective Withdrawal Date is the date the withdrawal is reported to and recorded in the Registrar's Office.

### **DROPPED CLASSES**

(Student remains enrolled in one or more courses at the University.) Effective Drop Date is the date the drop is recorded in the Registrar's Office.

1. If a course is dropped on or before the census date for the appropriate session, the student will be refunded for the tuition and fees associated with that course.
2. If a course is dropped after the appropriate census date, the student will not receive a refund.

Census dates for various length sessions are as follows:

|                         |                            |
|-------------------------|----------------------------|
| 3 or 4-week session     | 2 <sup>nd</sup> class day  |
| 5 or 6-week session     | 4 <sup>th</sup> class day  |
| 7-12 -week session      | 6 <sup>th</sup> class day  |
| 13 or more-week session | 12 <sup>th</sup> class day |

Special notes: For refund purposes, class days are determined by the calendar, not by the number of class meetings. As an example, if a semester starts on Monday, Thursday of that week is considered the 4<sup>th</sup> class day for all classes.

Those fees paid by Tuition Assistance or other third party receivable will be refunded to the military or other organization if a refund is due.

Tarleton's refund policy is in accordance with mandates of the state of Texas.

### **CONDITIONS OF REFUNDS**

Refunds of tuition and fees will not be made until 10 days have elapsed from the date the fees were paid. Refunds of tuition and fees paid by a sponsor, donor, or scholarship shall be made to the source rather than directly to the student who has withdrawn if the funds were made available through the University. All student services and privileges shall terminate when a student withdraws or graduates from the University.

### **GENERAL PROPERTY DEPOSIT (Breakage Deposit)**

After 10 days from the date the Registrar certifies a student has officially withdrawn or graduated, the breakage-deposit balance may be refunded upon request.

### **NONREFUNDABLE FEES**

Fees required for special courses, ID cards, freshman year experience, parking, testing, yearbook, installment plans, and late registration are non-refundable.

### **ROOM RENT AND MEAL FEES**

Refunds to students withdrawing prior to the first class day will be based on a daily proration. Refunds to students withdrawing on or after the first class day will be based on a daily proration, less an early withdrawal fee equaling 10 percent of the semester room/meal rate. The effective date of withdrawal will be the date written notification is provided to the Registrar's Office.

### **TEXAN BUCKS**

This is an optional debit plan that allows students to use their Texan Card to make purchases both on and off campus. Accounts are opened through the

Texan Card Office with an initial deposit of \$20.00. Cash withdrawals are not allowed.

**Balances on dormant accounts:** Accounts having a remaining balance on the earlier of either the third anniversary of the date issued if not used, or the third anniversary of the card's last use must be remitted to the state.

### **MISCELLANEOUS FEES** **REINSTATEMENT FEE**

A student who has been dropped from the rolls of the University and has been approved for reinstatement will be charged a fee of \$100.

### **UNPAID CHECK**

If a check accepted by the University is returned unpaid by the bank on which it is drawn, the person presenting it will be required to pay a penalty of \$30. If the check is not redeemed within 20 days after the date of the first notice, the student may be dropped from the rolls of the University and the check turned over to the County Attorney for collection.

**Note: Should you have any questions regarding fees and refunds, contact the Tarleton State University Business Office: (254) 968-9107.**

### **DETERMINATION OF RESIDENCE FOR TUITION PURPOSES**

Residence for tuition purposes is determined by state law for state-supported colleges, and as such is subject to change by the Texas legislature. Additional information may be obtained from the Office of Undergraduate Admissions. The following is a brief explanation of residence requirements under present law:

1. **Students claimed by parent or court-appointed legal guardian for federal income tax purposes.** For a dependent or minor to acquire Texas residency through a parent or court-appointed legal guardian, the parent or legal guardian must meet residency requirements for individuals 18 years of age or older and the dependent or minor must be eligible to domicile in the United States. Residency of an eligible dependent or minor is based on one of the following circumstances:
  - a. The residence of the parent who has claimed the dependent for federal income tax purposes both at the time of enrollment and for the tax year preceding enrollment; or
  - b. The residence of the parent or court-appointed legal guardian with whom the dependent or minor has physically resided for the 12 months prior to enrollment; or
  - c. The residence of a parent or legal guardian who has joint or single custody of the child, if that individual is not delinquent on the payment of child support; or
  - d. The residence of the person to whom custody was granted by court order (e.g., divorce decree, child custody actions, guardianship or adoption proceedings), provided custody was granted at least 12 months prior to the student's enrollment and was not granted for the purpose of obtaining status as a resident student;
  - e. If a student was classified as a resident prior to fall semester 2001 based upon the residency of a caretaker or relative, not a court-appointed legal guardian, he or she shall not be reclassified as a nonresident under this section.

- 2. Students not claimed by parent or guardian for federal income tax purposes.** A student who is not claimed by a parent or guardian as a dependent for federal income tax purposes during the tax year including the enrollment period and the previous tax year will have residency based upon himself/herself and is considered independent. Independent individuals 18 years of age or over who move into the state and who are gainfully employed within the state for a period of 12 months prior to enrolling in an institution of higher education are entitled to classification as residents. An individual who is self employed or employed as a homemaker within the home may be considered gainfully employed for tuition purposes. The student should contact the Office of Undergraduate Admissions for more information about self employment and homemaker status.

Proof of residency will be required of any student who has resided in Texas less than one year and/or shown to have left the state or evidence likewise. If a student was gainfully employed prior to enrolling in an institution of higher education, a letter of employment is generally sufficient, but additional documentation may be requested by the institution. The letter of employment must be from the employer and must state beginning and ending dates, number of hours worked per week, and type of work performed.

- 3. Student enrolled in an institution before being gainfully employed in the state.** If 12 months' residence can be shown not to have been for the purpose of establishing residence in the state but to have been for some other purpose (i.e., educational), the individual is not entitled to be classified as a resident of Texas.

Students enrolling in an institution of higher education prior to having resided in the state for 12 months immediately preceding time of enrollment shall be classified as nonresidents for tuition purposes and must submit the following documents for reclassification:

- a. Letter of employment stating beginning and ending dates, number of hours worked per week, and type of work performed (gainfully employed for 12 months while attending school)
  - b. Material to the determination of the establishment of a domicile in Texas are business or personal facts or actions unequivocally indicative of a fixed intention to reside permanently in the state. If four of the following actions have been taken at least 12 consecutive months prior to enrollment and continue to be in effect, the student is considered to have established a domicile in Texas. Proof or documentation for the following actions must be provided:
    - i. purchasing a residence and claiming it as a homestead
    - ii. registering to vote and voting in local elections
    - iii. registering automobiles in Texas
    - iv. maintaining a Texas driver's license
    - v. having wills or other legal documents that indicate residence in Texas
    - vi. maintaining checking accounts, savings accounts, or safe deposit boxes in Texas
    - vii. having membership in professional organizations
    - viii. establishing a business in Texas
- 4. Military personnel and dependents of military personnel.** Resident military personnel and their dependents are classified as residents, provided they maintain Texas as the Official Home of Record with the military service. Nonresident military personnel must submit certification of active duty in

Texas at each registration to be eligible for resident tuition rates. The Office of Undergraduate Admissions must be contacted for an Active Duty Military/Dependent Certification Form. The spouse or child of a member of the Armed Forces of the United States who has been assigned to duty elsewhere immediately following assignment to duty in Texas is entitled to pay the tuition fees and other fees or charges provided for Texas residents as long as the spouse or child resides continuously in Texas.

Nonresident military personnel who have separated or retired from military service while stationed in Texas and who intend to remain in Texas may be classified as residents provided certain actions are taken by the soldier one year prior to enrollment. **Please contact the Office of Undergraduate Admissions for information.**

5. **Non-resident aliens.** An alien is considered to be a nonresident unless he/she is in the United States on an immigration visa. Students on immigration visas are classified in reference to resident status the same as United States citizens. See sections 1 and 2 above. For questions regarding House Bill 1403 contact the Office of Admissions.
6. **Reclassification of nonresident status.** A student classified as a nonresident retains that classification until he/she requests reclassification in writing and provides proof of residence to the Office of Undergraduate Admissions. Proof consists of the items listed in section 3. Application for reclassification must be submitted prior to the official census date of the relevant term. The student should contact the Office of Undergraduate Admissions to obtain an application.
7. **Visa classification.** Students holding certain visas are now eligible for Texas residency for tuition purposes. Please contact the Office of Undergraduate Admissions for more information.
8. **International students.** Some foreign nationals are eligible for Texas residency for tuition purposes if certain provisions are met prior to admission. Please contact the Office of Undergraduate Admissions for more information.