

## 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 \$14,025 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 \$3,481 for personal expenses makes the cost of a school year at Tarleton approximately \$17,506.

NOTE: The fees provided were approved by The Texas A&M University System Board of Regents at its May 2011 meeting. The Tuition Fee below is an estimate and is subject to change based on Board action and Legislative requirements.

## EXPENSES

### 2011-2012 REGULAR SESSION FEES

#### Fall and Spring Semesters

Tuition Fee (see Note) (required)	
Texas Resident – Undergraduate <sup>1</sup>	\$143.97 per hour
Texas Resident – Graduate <sup>1</sup>	\$173.97 per hour
Nonresident <sup>1</sup> Graduate or Undergraduate	\$456.97 per hour
Student Services Fee (required)	
Stephenville Campus	\$19.80 per hour with \$237.60 maximum
Academic Support and Advising Fee (required)	\$4.00 per hour
Computer Processing Fee (required)	\$10.93 per hour
Distance Education Degree Program Course Fees	\$300-\$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
First Year Experience Fee (required-Stephenville)	\$125.00 1st semester
General Property Deposit, returnable (required)	\$10.00 <sup>2</sup>
Health Service Fee (required-Stephenville Campus)	\$4.91 per hour
Identification System Fee (required)	\$10.00 per semester
Instructional Equipment Fee (required)	\$2.40 per hour
Intercollegiate Athletics Fee (required-Stephenville)	\$10.00 per hour w/\$130.00 max.
International Education Fee (required)	\$4.00 per semester
International Student Program Fee	\$40.00 per semester
Library Access Fee (required)	\$9.00 per hour
Off-Campus Program Delivery Fee	\$34.00 per hour
Parking Fee (optional)	\$25.00 per semester
Records Fee (required)	\$15.00 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)	\$3.96 per hour with \$39.60 maximum
Yearbook (Undergraduate-Stephenville Campus-Spring Semester Only)	\$25.00

## EXPENSES

### 2012 SUMMER SESSION FEES

Tuition Fee (see Note) (required)	
Texas Resident – Undergraduate <sup>1</sup>	\$143.97 per hour
Texas Resident – Graduate <sup>1</sup>	\$173.97 per hour
Nonresident <sup>1</sup>	\$456.97 per hour
Student Services Fee (required)	
Stephenville Campus	\$11.78 per hour with \$237.60 maximum
Academic Support and Advising Fee (required)	\$4.00 per hour
Computer Processing Fee (required)	\$10.93 per hour
Distance Education Degree Program Course Fees	\$300-\$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
First Year Experience Fee (required-Stephenville)	\$125.00 1st Semester

General Property Deposit, returnable (required)	\$10.00 <sup>2</sup>
Health Service Fee (required-Stephenville Campus)	\$4.91 per hour
Identification System Fee (required)	\$10.00 per semester
Instructional Equipment Fee (required)	\$2.40 per hour
Intercollegiate Athletics Fee (required-Stephenville)	\$10.00 per hour w/\$130.00 max
International Education Fee (required)	\$4.00 per semester
International Student Program Fee	\$40.00 per semester
Library Access Fee (required)	\$9.00 per hour
Off Campus Program Delivery Fee	\$34.00 per hour
Parking Fee (optional)	\$10.00 per semester
Records Fee (required)	\$15.00 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)	\$3.96 per hour with \$19.80 maximum

1. **Includes State Tuition Rate of \$50 per semester credit hour for Undergraduates/\$80 per semester credit hour for Graduates/\$363 per semester credit hour for non-resident plus \$93.97 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 75th Texas Legislature. Reference Texas Education Code §54.0512 and §54.0513.**
2. **For students without a deposit on file.**

## EXPENSES

### 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), Student Center Facility (Stephenville Campus), Academic Advising & Support, Computer Processing, Endowment Scholarship (Stephenville Campus), Health Service (Stephenville Campus), Identification System, Records, Library Access, Intercollegiate Athletics (Stephenville Campus), Instructional Equipment, International Education, Recreational Sports Fee (Stephenville Campus) and General Property Deposit. Off Campus Program Delivery Fee, Distance Learning Fee, and Distance Ed Degree Program Fee are assessed to off-campus courses, on-line courses and Distance Ed Degree Programs courses respectively.

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

**TUITION FEE.** Tuition for Texas resident undergraduate students is \$143.97 per semester credit hour. Tuition for Texas resident graduate students is \$163.97 per semester credit hour. Tuition for non-resident students, including those who are not U.S. citizens, is \$453.97 per semester credit hour. See "Determination of Residence for Tuition Purposes" in this section for more information.

**STUDENT SERVICES.** This fee of \$18.80 per semester credit hour, with a \$225.60 maximum per regular semester and \$11.18 per semester credit hour, with a \$225.60 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 assessed on Stephenville courses.

**ACADEMIC SUPPORT & ADVISING FEE.** This fee of \$4 per semester credit hour is used to cover costs of providing academic support programs and academic advising services.

**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 Agricultural and Environmental Sciences to provide agricultural facilities to support the agricultural degree programs and courses.

**COMPUTER PROCESSING FEE.** This fee of \$8.93 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 \$300-\$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 assessed on Stephenville courses.

**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.

**FIRST 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 First 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 \$4.47 per semester credit hour is used to cover costs of the Student Health Center. This fee is assessed on Stephenville courses.

**IDENTIFICATION SYSTEM FEE.** This fee of \$10 per semester is used to support systems related to the identification card. These systems controls building access, meal plans, Texan Bucks and access to many activities across campus. This is not a purchase fee. Lost/stolen cards may be replaced at a cost of \$10. Cards worn due to normal wear and tear that are more than 1 year old can be exchanged for a new card at no charge. If the existing card is not returned, the replacement fee of \$10 will apply.

**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 \$10 per semester credit hour, with a \$130 maximum per semester, is used to support intercollegiate athletics at Tarleton State University. This fee is assessed on Stephenville courses.

**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 \$7.50 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 \$34 per semester credit hour is used to cover additional expenses associated with the cost of delivering off campus programs.

**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.

**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. This fee is assessed to the Stephenville Campus only.

**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 assessed to Stephenville courses.

**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 program available for students, which allows them to use their ID cards to make purchases both on and off campus. Deposits can be made to a Texan Bucks account online, in the Texan Card Office or through machines located in the Thompson Student Center, Women's Housing Complex and the Library. Purchases can be made at all dining locations on-campus as well as the Campus Bookstore and some vending machines. Funds can also be used at all on-campus laundry facilities, the Library, University Police Department and Student Health Center. Many off-campus businesses also accept Texan Bucks. Unused Texan Bucks

in your account at the end of a term will automatically carry forward to the next term. Cash withdrawals are not allowed. If you wish to close your account, you must submit a written request. Refunds are made by check and subject to a \$15.00 withdrawal fee. Accounts dormant for a period of three (3) years will be remitted to the state.

**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.

## EXPENSES

### 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/business](http://www.tarleton.edu/business). **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 DuckTrax. 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.

## EXPENSES

### 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, 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:

#### **3 week session**

Prior to 1st class day 100%  
1st or 2nd class day 80%  
3rd or 4th class day 50%  
5th class day 0

#### **8 week session**

Prior to 1st class day 100%  
1st - 4th class day 80%  
5th - 8th class day 50%  
9th class day 0

#### **16 week session**

Prior to 1st class day 100%  
1st - 5th class day 80%  
6th - 10th class day 70%  
11th - 15th class day 50%  
16th - 20th class day 25%  
21st class day 0

#### **4 or 5 week session**

Prior to 1st class day 100%  
1st - 3rd class day 80%  
4th - 6th class day 50%  
7th class day 0

#### **9, 10 or 12 week session**

Prior to 1st class day 100%  
1st - 5th class day 80%  
6th - 10th class day 50%  
11th 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 week session	2nd class day
4 week session	3rd class day
5 or 6 week session	4th class day
8 week session	6th class day
9 or 10 week session	7th class day
16 week session	12th 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 4th 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 Refund**

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, scholarship or by credit card will 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.

## **Non-refundable Fees**

Fees required for special courses, Identification System fee, first year experience fee, parking, testing, yearbook fee, installment plan fee, reinstatement and late registration fee 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.

## **Texas 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.

# **EXPENSES**

## **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 a check that is accepted by the University and processed by ACH (automated clearing house) or by eCheck (Electronic check thru Texan Bill Pay), is returned unpaid by the bank on which it is drawn, the student account to which the original payment was applied will be charged a penalty of \$30.00 in addition to the amount of the returned item. The student registration and transcript records will be placed on hold. If the check is not redeemed within 20 days after the date of the certified notice of return, 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.**

# EXPENSES

## DETERMINATION OF RESIDENCE FOR TUITION PURPOSES

Residency status is based on information obtained from the student's application for admission. It is the student's responsibility to answer all questions on the application for admission accurately and honestly. If a current student believes that their residency status may have changed, it is the student's responsibility to report this to the Admissions Office. If a new student/applicant believes that their residency status may be incorrect, please contact the Admissions Office.

To be a Texas resident, a student must have resided in Texas for twelve consecutive months or more and establish a domicile in Texas **PRIOR** to the semester of enrollment.

Additional documentation may be required to establish Texas residency. Residency rules are subject to change at any time due to Texas legislation.

The student has the burden of proof to show by clear and convincing evidence that residence or domicile, as appropriate, has been established and maintained according to the rules.

**1. The 36 Month Provision.** An individual who resided in Texas for the 36 consecutive months leading up to his/her graduation from a Texas high school or receipt of a GED, and continued to maintain a residence in Texas for the 12 months leading up to his/her enrollment in an institution of higher education may be classified as a resident for tuition purposes, regardless of dependency or immigration status. Any individual wishing to qualify under this provision who is **not a U.S. citizen or Permanent Resident of the United States** must complete and submit an Affidavit of Intent to Become a Permanent Resident to the Admissions Office in addition to the Core Residency Questions.

Students who do not meet the criteria of the 36 Month Provision may qualify for residency according to one of the following:

**2. Independent Students.** Independent students are those who provide more than half of their own financial support and are not eligible to be claimed as a dependent for income tax purposes. In order to qualify for residency for tuition purposes, an independent student must reside in Texas while doing one of the following for the twelve consecutive months preceding the student/applicant's enrollment:

- a. Own a home in Texas;
- b. Own a business in Texas;
- c. Be professionally licensed to practice or conduct business in the State of Texas;
- d. Be gainfully employed in a position not related to student status. Student worker positions, internships, and graduate assistantships may not be used as a basis for establishing residency in Texas; or
- e. Be married to a Texas resident.

**3. Dependent Students.** The residency for tuition purposes of a student who is not independent is based upon that of the parent or court-appointed legal guardian who claims that student as a dependent or provides more than half that student's financial support, regardless of the length of time the student has resided in Texas. If the parent or court-appointed legal guardian of a dependent student meets the criteria of having established residency for tuition purposes, the dependent student is eligible to pay resident tuition. Parents and legal guardians qualify for residency following the same criteria as independent students.

**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 Admissions Office for information.

**5. International Students.** International students/applicants who are eligible to establish a domicile in Texas may also qualify for Texas resident status. Please contact the Admissions Office for further information.

**6. Residency Reclassification.** A student classified as a non-resident retains that classification until he/she requests reclassification in writing and provides proof of residence to the Admissions Office. An Application for Reclassification can be found on the Admissions website or requested from the Admissions Office. Applications for reclassification must be submitted prior to the official census date of the relevant term. The student has the burden of proof to show by clear and convincing evidence that residence or domicile, as appropriate, has been established and maintained according to the rules.

**7. Residency Forms.** Forms for residency can be found on the admissions website or by contacting the Admissions Office at 254-968-9752.