



# Dean's Office Review of Application for Tuition Rebate

Date Received \_\_\_\_\_

Student Name \_\_\_\_\_

UT EID \_\_\_\_\_

1. Did the student first enroll at an institution of higher education Fall 1997 or later? ..... ☐ Yes ☐ No
2. Is this the student's first baccalaureate degree?..... ☐ Yes ☐ No
3. If the student first enrolled Fall 2005 or later, did they earn their degree within 4 years for a 4-year degree (5 years for a 5-year degree)?..... ☐ Yes ☐ No ☐ NA
4. Did the student graduate with degree and date of graduation as indicated on application?..... ☐ Yes ☐ No

If ANY answer above is "No", the student is NOT eligible for the rebate. Sign the form and send notice to the student that they are not eligible.

## RESIDENCY REVIEW

5. Are original and current geographic codes 1-254?..... ☐ Yes ☐ No

If "No", request decision from [residency@austin.utexas.edu](mailto:residency@austin.utexas.edu).

6. Please check which of the following applies:

- ☐ A. The student is a non-resident and paying a traditional tuition rate (Disqualified)  
☐ B. The student is a resident or special resident and paying a traditional tuition rate (Eligible up to \$1,000)  
☐ C. The student is a non-resident and paying a fixed tuition rate (Eligible up to \$2,500)  
☐ D. The student is a resident or special resident and paying a fixed tuition rate (Eligible up to \$3,500)

If the answer to Question 6 is "A", the student is NOT eligible for the rebate. Sign the form and send notice to the student that they are not eligible.

If the student did not include an Official Fee Receipt, answer "B" for Question 6.

## CHECK FOR EXCESS HOURS

### A. UT Austin hours

Hours undertaken (Mainframe – NRRECS, SB screen)..... \_\_\_\_\_  
Current hours (if reviewed BEFORE graduation) (include UT Correspondence/Extension courses in Advisor Toolkit)..... \_\_\_\_\_  
Hours Q dropped or W's, withdrawn (Mainframe – NRRECS, SH screen)..... \_\_\_\_\_

### B. Transferred hours

Hours transferred (Mainframe – NRRECS, SB screen)..... \_\_\_\_\_  
Hours not accepted for transfer credit (view official transcripts) (This includes drops, withdrawals, courses with grades below "C".) \_\_\_\_\_

- C. Total hours undertaken..... \_\_\_\_\_  
D. Subtract minimum hours required for degree(s) (including double degrees, if applicable)..... \_\_\_\_\_  
E. Hours difference (subtract D from C)..... \_\_\_\_\_  
F. Subtract dual credit hours (only if applicable)..... \_\_\_\_\_  
G. Credit by Exam hours claimed..... \_\_\_\_\_  
Subtract up to 9 hours (only if applicable)..... \_\_\_\_\_  
H. Subtract ROTC hours (only if applicable) ..... \_\_\_\_\_  
I. Bachelor's Degree and concurrent Texas teaching certificate Subtract up to 12 hours for teaching certificate (only if applicable) ..... \_\_\_\_\_  
J. Total eligible hours (E minus F, G, H, and I)..... \_\_\_\_\_

7. Are total eligible hours (J) 3 or less?..... ☐ Yes ☐ No

- If Yes, the student is eligible for rebate. Send to Student Accounts Receivable to process.
- If No, the student is NOT eligible for rebate, but may be eligible for an Institutional Award of \$1,000. Proceed to question 8.

## INSTITUTIONAL AWARD (ONLY if not eligible for Tuition Rebate)

8. If total eligible hours (J) are more than 3, subtract up to 9 hours of Study Abroad coursework (only if applicable). Total Study Abroad hours..... \_\_\_\_\_  
Total eligible hours (J) \_\_\_\_\_ - (minus) study abroad hours (up to 9) \_\_\_\_\_ = new total eligible hours \_\_\_\_\_  
Is result 3 or less?..... ☐ Yes ☐ No
- If Yes, student is eligible for an institutional award. Send to Student Accounts Receivable to process.
  - If No, student is not eligible for an institutional award. Notify student of ineligibility.

Reviewed by: \_\_\_\_\_ Academic Advising Coordinator  
Signature Title Date

Notes: \_\_\_\_\_

If NOT eligible, notify student of decision. Notification sent by: \_\_\_\_\_  
Name Date

If student meets all criteria for tuition rebate, send the review form, Official Receipt, and the student's "Application for Tuition Rebate" form to Student Accounts Receivable (SAR), Main Room 4 (mail code: K5308).

Sent to Student Accounts Receivable by: \_\_\_\_\_  
Name Date