



## TEXAS TECH UNIVERSITY

### Operating Policy and Procedure

#### **OP 62.20: Fixed Tuition Price Plan**

**DATE:** April 14, 2016

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to set forth the institutional requirements and guidelines for a fixed tuition price plan as required by HB 29 of the 83<sup>rd</sup> Texas Legislature.

**REVIEW:** This OP will be reviewed in January of even-numbered years by the managing director of Financial Aid and the managing director of Student Business Services with substantive revisions forwarded to the vice president for administration and finance and chief financial officer.

#### **POLICY/PROCEDURE**

##### **1. Policy Statement**

It is the policy of Texas Tech University (TTU) to comply with state legislation requiring each general academic state institution to establish a fixed tuition price plan beginning for the fall 2014 term for incoming undergraduate students (including entering undergraduate transfer students) under which the institution agrees not to increase tuition charges per semester credit hour for a participating student for at least the first 12 consecutive semesters that occur after the date of the student's initial enrollment at this institution, regardless of whether the student enrolls at any institution in those semesters, and subject to any restrictions or qualifications adopted by the governing board.

In the event there are federal or state law changes or a discrepancy between this OP and federal or state laws, any laws that are more restrictive than this OP will prevail.

##### **2. Regulations**

Texas Education Code §54.017

##### **3. Definitions**

- a. *Incoming Undergraduate Student*—A student who has never before attended Texas Tech University and qualifies as an undergraduate student under academic guidelines. This includes undergraduate students who transfer from another Texas institution but are attending Texas Tech University for the first time. Dual high school credit is not considered prior college attendance.
- b. *Formula Eligible*—A student who is eligible to be counted and reported under state guidelines for formula funding.

- c. *First Class Day*–The first day of classes for the term for all students as defined by the Registrar’s office and reflected on the Academic Calendar. Depending on individual class sections, a student may not have a class scheduled on the first class day of record.
- d. *Consecutive Semesters*–Includes the fall, spring, and summer term, regardless of parts of term or multiple summer term enrollment.
- e. *Standard Rate*–The rate charged to all enrolled students at TTU, published in the Global Fee Document, as approved by the Board of Regents.

#### 4. **Eligibility**

Students must meet the following criteria to be eligible for the Fixed Tuition Price Plan (FTPP).

- a. Be an incoming undergraduate student, either via transfer from another institution or with no prior college attendance. Dual high school credit is not considered prior college attendance.
- b. Elect the FTPP by following the instructions located on the Student Business Services website.
- c. If, at any point, the student opts out of the FTPP, either by election or default on the first class day of their initial term, he/she will not be eligible to opt in at any time in the future.

#### 5. **Guidelines**

- a. Incoming undergraduate students must elect to opt in to the FTPP prior to the first day of class for the initial term of attendance at TTU.
- b. Students who opt in to the FTPP will be charged a fixed rate of designated tuition based on the term and academic year for which they made the election. Students will continue this fixed designated tuition rate for a maximum of 12 consecutive semesters (fall, spring, and summer).
- c. Withdrawal from a term, regardless of the date of withdrawal, will not reinstate that term to the 12 consecutive semester count.
- d. Students may not defer or otherwise place on hold their consecutive semester count for any reason. Students who do not attend a semester(s) will still have that semester counted as part of the 12 consecutive semesters allowed.
- e. Students who have opted in and have subsequently reach their 13<sup>th</sup> enrolled term will have exhausted their FTPP and will be charged the standard rate of designated tuition, as approved by the Board of Regents and as published in the Global Fee Document for their 13<sup>th</sup> enrolled term and all successive terms.
- f. Once a student chooses to opt out of the FTPP, either by initial election or by subsequent revocation of the opt-in election, he/she loses eligibility for the plan and will no longer be allowed to opt in to the FTPP.
- g. If a student has chosen to opt in and subsequently chooses to opt out, he/she may do so by visiting the Student Financial Center in room 301 of West Hall. Students who have opted in

- may change to opt out prior to the first class day of the term. If a student chooses to change his/her election to an opt-out status on or after the first class day of the term, the change will be effective for future terms only.
- h. FTTP applies only to designated tuition and does not apply to other items of tuition or any fees. Students will pay the standard rate of fees for the academic year as approved by the Board of Regents and as published in the Global Fee Document, regardless of FTTP election.
  - i. Students will see the FTTP as an adjustment (positive or negative) to their student financial account, based on the fixed rate of designated tuition in relation to the standard rate.
  - j. Students who are not eligible for formula funding are not eligible to elect FTTP.
  - k. Any student who does not proactively make an opt-in or opt-out election prior to the first class day will be opted out of the FTTP automatically as of the first class day.
  - l. Students who make an initial election or who change an election after fee assessment has been enabled will require 24 to 48 hour processing for their student financial accounts to adjust.