



TEXAS TECH UNIVERSITY™

# Other Educational Costs Schedule

**Discretionary – Incidental Educational Costs**

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## Executive Summary

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All discretionary charges of Texas Tech University are charged and collected under specific authorization of the laws of the State of Texas, including, but not limited to, the authorization in Texas Education Code Section 54.504 and Section 55.16, and other applicable sections. The Board of Regents has delegated to the President of Texas Tech University the authority to approve all discretionary, incidental fees.

Rates established within this Other Educational Costs Schedule are reviewed and approved by the President each academic year beginning with the Fall 2017 semester and have been approved through Summer 2018. These fees are published on the Student Business Services website per Texas Education code 54.504.

The Board of Regents has delegated to the President of Texas Tech University the authority to establish exemption criteria and exemption approval procedures for the fees, rentals, rates, and charges in accordance with state laws, including, but not limited to, Texas Education Code, Section 54.5035, 54.216 and other applicable sections.

Students must review their student financial account regularly to ensure there are no outstanding balances due. All charges must be paid according to Student Business Services payment due date policies to avoid late fees and holds.

## Discretionary – Incidental Fees

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Discretionary – Incidental Fees are required for all university students who meet certain enrollment or registration criteria. While some fees are specifically authorized for Texas Tech University by independent statute within the Texas Education Code (TEC), all fees are statutorily authorized within the TEC. Discretionary fees are specifically authorized under TEC 54.504 and 55.16.

### Special Instruction Fee

Flat Fee – This fee is a unique cost associated with a particular or special section of a course. The fee shall be determined and approved under a policy established by the administration.

### Field Trip Fee

Flat Fee - This fee will be assessed to students for courses that require travel by students for field trips associated with the course. This fee will not exceed the actual cost of the related field trip. This fee shall be determined and approved under a policy established by the administration. Field trip fees may be non-refundable as determined by the department and based upon the existence of sunk-costs related to the trip.

### Off-Campus Travel Fee

Flat Fee - This fee will be assessed to students participating in a course where faculty members will travel off-campus to deliver the course. This fee will not exceed the actual cost of the faculty expense. This fee shall be determined and approved under a policy established by the administration.

### Student Orientation Fee

Flat Fee - This fee provides funds to cover the costs associated with the various activities, facilities, programs, and services provided to assist all new (including transfers, domestic and international) students and their family members in transitioning to the university community. The fee is assessed to all students attending new student orientation.

- One Day Undergraduate up to \$ 60.00
- Two Day Undergraduate up to \$175.00
- One Day Graduate up to \$ 75.00
- Two Day Graduate up to \$150.00
- Law School \$300.00

### Rawls College of Business Graduate Orientation Fee

Flat Fee - This fee, of up to \$ 1,000.00, provides funds to cover the costs associated with orientation events and materials as well as prerequisite leveling assessments associated with admission to business graduate programs. This fee will reserve a seat in the program for the student and may only be

refunded if the student withdraws from the program before the department has incurred expenses related to that student.

### **Graduate Level Marriage and Family Therapy (MFT) Fee**

Flat Fee - This fee provides funds to support the operations of the Family Therapy Clinic as well as faculty costs for supervision and excursions. Other uses of the fee include, but may not be limited to, facility expenses, furniture, furnishings and equipment, special maintenance and repairs, an accumulated reserve fund for residual revenues not to exceed one year's budgeted operations to pay for emergency and unavoidable expenses, supplemental travel to/from the Clinic as authorized, and scholarships for future Clinic clients.

- Students admitted to the Graduate MFT program will be charged a fee of \$75.00 per term.

### **Law School Deposit**

Each accepted applicant is required to pay a deposit immediately after being accepted to the Law School to hold a place in that entering class.

- Applicants accepted in the Early Decision Admission \$ 750.00
- Applicants accepted in the Regular Decision Admission \$ 300.00
- Additional deposit required in June to continue holding a seat in the program \$1,000.00

### **Course Auditing Fee**

Per Semester Credit Hour Fee - This fee is charged to students auditing courses for non-credit. Persons wishing to audit courses, but who are not enrolled in any hours for the term, must appeal to the course department Chair for admittance and pricing.

- Students enrolled in less than twelve semester credit hours will be charged a \$10.00 fee per semester credit hour for the audited course.
- Students enrolled in twelve or more semester credit hours may audit a course for no charge with departmental approval.

### **Probation/Post Suspension Assistance Fee**

Flat Fee - This fee covers the cost of the PADR – Strategies for Academic Achievement Program. This non-credit curriculum is required of freshmen on probation and first-return suspension students. The fee is non-refundable to students required to enroll in the course. The course is also available through registration for any student who wishes to improve cognitive-based study techniques and is refundable following established drop date percentages.

- Students will be charged a \$200.00 fee per term.

## **Library Fines**

Flat Fee – This fee provides funds to cover the actual replacement costs of lost books, including staff time. Fines range from \$1.00 to \$225.00 per occurrence as determined by the Dean of the Library.

## **Student Judicial Administrative Fee**

Flat Fee – Students obligated, or choosing, to participate in the Student Judicial process may be assessed a fee based on the Student Judicial Program guidelines.

## **Student Counseling Center (SCC) Missed Appointment Fee**

Flat Fee – Students who fail to attend, fail to properly reschedule, or fail to cancel an appointment with the SCC will be charged a \$25.00 missed appointment fee based on the Student Counseling Center policies.

## **Diploma Reorder/Reissue Fee**

Flat Fee – Students requesting additional diplomas will be charged a \$50.00 fee per request.

## **Thesis and Dissertation Fee**

Flat Fee - This one-time fee is charged to all thesis option master's program students, doctoral students, and music performance/conducting students upon filing their intention to graduate. This fee is refundable if the student fails to graduate or may be applied to a future graduation semester. Payment of the fee is required for graduation.

- Graduate students will be charged a \$50.00 fee during the term of defense and/or graduation.

## **Education Abroad Fee**

Flat Fee - This fee provides funds to support education abroad programs. This fee will be set in an amount not to exceed the administrative costs of the program and will be determined and approved under a policy established by the administration.

- Students will be charged a fee of not less than \$50.00 and not more than \$500.00 per program.

## **Payment Plan Enrollment Fee**

Flat Fee - This fee provides funds to cover the costs of offering online payment plans to students. This fee is assessed at the point in which the student elects and signs an installment payment agreement for each term. This fee is non-refundable and non-transferable except under authorization of Student Business Services administration.

- Students will be charged a fee of 1.25%, up to a maximum of \$25.00, per installment agreement, per term.

### **Credit Card Service Fee**

Flat Fee - This fee provides funds to cover the costs of accepting credit cards as a form of payment on student financial accounts. This fee is assessed at the point in which the student elects to pay by credit card and agrees to the charge from the third party payment processor. The fee is applicable for each payment made using a credit card, regardless of term. This fee is non-refundable except under authorization of Student Business Services administration and additional fees may be charged for returned credit card payments.

- Students will be charged a fee of up to 2.75%, with a minimum of \$3.00, per payment.
- An additional \$9.00 flat fee will be added to the student account as a pass-through charge from the credit card payment processor for credit card payments returned for any reason, including but not limited to, disputed or stopped payments.

### **Late Payment Fee**

Flat Fee - This fee is assessed monthly at the point at which a student account becomes delinquent.

- Students will be charged a fee of up to \$50.00 per month on accounts that are not paid by the established due dates.

### **Dropped Registration Fee**

Flat Fee - This fee is assessed when a student's registration is dropped for non-payment.

- Students will be charged a fee of \$50.00 at the point at which their registration is dropped.

### **Cancellation Fee**

Flat Fee - This fee is assessed when a student's class schedule is cancelled for non-payment after classes have begun.

- Students will be charged a fee of \$300.00 at the point at which their registration is cancelled.

### **Returned Payment Fee**

Flat Fee - This fee is assessed when a student's payment to the university is returned unpaid for any reason. Refer to Credit Card Service Fee section for additional charges related to returned credit card payments.

- Students will be charged a fee of \$30.00 for each occurrence.
- Payment privileges for that method of payment may be suspended after the first occurrence.

### **Transcript Processing Fee**

Flat Fee - This fee is assessed upon request for a printed transcript.

- Students will be charged a fee of \$8.00 for each transcript requested.

## **Degree and Attendance Verification Fee**

Flat Fee - This fee provides funds to support the Registrar's Office administrative costs of processing verification of student degrees and attendance. This fee is only assessed to Third Parties requesting such verifications through the National Student Clearinghouse and will not be charged to current or former Texas Tech University students.

- Third Party requestors will be charged a fee of \$7.00 for each verification requested.

## **Student Health Fees**

Flat Fee - This fee is assessed to students utilizing Student Health Services. This fee represents the student charge or co-payment per visit which, at the student's discretion, may be assessed to their student financial account based on Student Health Services guidelines. Students must review their student financial account regularly to ensure there are no outstanding balances and all charges must be paid according to Student Business Services payment due date policies to avoid late fees and holds.

## **Student Parking Fees and Fines**

Flat Fee – Students may, at their discretion, agree to have charges for parking permits added to their student financial account. Unpaid citations may also be added to a student financial account if the citation is not addressed timely with and per Parking Services guidelines. Students must review their student financial account regularly to ensure there are no outstanding balances or that appeal reversals have been applied appropriately. All charges must be paid according to Student Business Services payment due date policies to avoid late fees and holds.

## **Dual Credit Fee**

Per Semester Credit Hour Fee - This fee is charged to students enrolled in courses receiving both high school and college level credit and is specifically authorized under TEC 54.5035 and 54.216. The rate may vary based on agreements with various public schools or other universities and represents the amount billed for the college level credit. All charges must be paid according to Student Business Services payment due date policies to avoid late fees, holds and/or cancellation of registration.

- Students will be charged a fee of up to \$100 per semester credit hour.



## TTU ISD

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Fees below represent charges for attending the Texas Tech University Independent School District K – 12 program. Program fees may be determined to be non-refundable by the administering department based on the occurrence of previously committed expenses and as published in program documentation. Each fee is per occurrence, unless specifically noted otherwise, and fees are not to exceed the amounts shown.

• K – 12 Correspondence and Online Courses	\$ 300.00
○ Tuition is charged per .5 Credit Course	
• Credit by Examination	\$ 75.00
○ Charge will vary based on quantity ordered	
• Course Transfer Fee	\$ 50.00
• Course Drop/Withdrawal Fee	\$ 50.00
• Course Extension Fee	\$ 75.00
• PE Equivalent (PEEQ) Fee	\$ 300.00
• Administrative Processing Fee	\$ 50.00
• Materials Replacement Fee	\$ 50.00
○ Charge will vary based on material replaced	
• TAKS Proctor Fee	\$ 175.00
• TTU ISD Transcript Evaluation Fee	\$ 200.00
• TTU ISD Admission Fee	\$ 200.00
• TTU ISD Transcript Re-evaluation Fee	\$ 100.00
• TTU ISD Re-admission Fee	\$ 100.00
• Re-exam Fee	\$ 75.00
• Print Course Surcharge	\$ 50.00
• Transcript Fee	\$ 10.00
• Diploma Replacement Fee	\$ 25.00
• Proctor Service Fee	\$ 75.00
• Proctor Change Fee	\$ 50.00
• Print Supplement Fee	\$ 50.00
• Dual Credit Administration Fee	\$ 200.00
• Special Project Surcharge Fee	\$ 300.00
• International Course Fee – charge is for .5 credit course	\$ 700.00
• International Credit By Exam (CBE) Tuition	\$ 200.00
• International Course/CBE Surcharge Fee	\$ 300.00
• International Monthly Student Fee	\$ 150.00
• International Admissions Fee	\$ 600.00
• International Entrance Exam Fee	\$ 250.00



# Appendix

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## Useful Links

- Student Business Services
  - Home page - <https://www.depts.ttu.edu/studentbusinessservices/>
  - Contact Information - <https://www.depts.ttu.edu/studentbusinessservices/contact/>
  - Exemptions and Waivers - <https://www.depts.ttu.edu/studentbusinessservices/payingBill/waiver.php>
- Academic Calendars - <http://www.depts.ttu.edu/officialpublications/calendar/>
- Texas Education Code
  - Chapter 54 Tuition and Fees - <http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm>
  - Chapter 55 Financing Permanent Improvements - <http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.55.htm>
- Texas Tech University Independent School District (K – 12 Program)
  - Home Page - <https://www.depts.ttu.edu/ttuisd/>
  - Contact Information - <https://www.depts.ttu.edu/ttuisd/contact.php>
  - Tuition and Fees - [https://www.depts.ttu.edu/ttuisd/tuition\\_and\\_fees.php](https://www.depts.ttu.edu/ttuisd/tuition_and_fees.php)

