



## UHD Tuition Rebate Request Form

The Texas Education Code authorizes tuition rebates for students who complete baccalaureate degrees with no more than 3 credit hours in excess of those required for their degrees. The University of Houston Downtown (UHD) will reimburse up to \$1,000 in tuition to UHD graduates who meet all the following criteria:

1. Must have enrolled for the first time in an institution of higher education in the Fall 1997 semester or later.
2. Must be requesting a rebate for work related to a first baccalaureate degree received from a Texas public university
3. Must have been a resident of Texas, must have attempted course work at a Texas public institution of higher education, and have been entitled to pay resident tuition at all times while pursuing the degree, and
4. Must have attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree under the catalog under which they were graduated. Hours attempted include transfer credit course credit earned exclusively by examination, courses that are dropped after the official census date, for-credit developmental courses, optional internship and cooperative education courses, and repeated exclusively by examination. Courses dropped for reasons that are determined by the institution to be totally beyond the control of the student shall not be counted.

### Student Info:

Student PSID: \_\_\_\_\_ Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Semester of Graduation: \_\_\_\_\_ Degree Received: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### Step 1: Registrar's Office Certification

#### Student Records Verify:

Student was enrolled for the first time in an institution of higher education in the Fall 1997 semester or later.

This is the first baccalaureate degree received from a Texas public university.

Student has been a resident of Texas, has attempted course work at a Texas public institution of higher education, and has been entitled to pay resident tuition at all times while pursuing the degree.

Student has attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree under the catalog under which they were graduated.

Hours attempted include transfer credits, course credit earned exclusively by examination, courses that are dropped after the official census date, for-credit developmental courses, optional internship and cooperative education courses, and repeated exclusively by examination.

Courses dropped for reasons that are determined by the institution to be totally beyond the control of the student.

Student records does not meet one or more of the above criteria. *Indicate criteria not met.*

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Step 2: Student Financials Certification

#### Student Financials Verify:

Student has no outstanding account balance or financial holds.

Amount of tuition paid by student is greater than \$1000.00

Tuition rebated is approved. Rebate amount is: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit completed form after graduation to the UHD Registrar's Office at [uhdrecords@uhd.edu](mailto:uhdrecords@uhd.edu). Please allow 3-4 weeks for processing. Refunds for approved rebates are issued through the University's refunding vendor. To ensure you receive your refund in a timely manner, select your refund preference through BankMobile Disbursements, a technology solution, powered by BMTX, Inc. prior to submission of this form.

Office Use Only