



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 50.22, **Tuition and Fees Installment Payment Options**

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to establish the installment options available to students for payment of tuition and fees.

REVIEW: This HSCEP OP will be reviewed on June 1 of each even-numbered year (ENY) by the director of Student Business Services and the registrar, with recommendations for revisions forwarded to the chief financial officer, or designee, by June 15.

POLICY/PROCEDURE:

I. Installment Options.

A. Nursing and Graduate Students. The *Texas Education Code*, Section 54.007, provides students with the election to pay tuition and fees by installment payment plans as defined by an institution. TTUHSC El Paso has elected to provide the following alternatives for semesters 10 weeks or longer in duration:

1. Full payment of tuition and fees in advance of the beginning of the semester; or
2. One-half payment of tuition and fees in advance of the beginning of the semester and separate one-fourth payments prior to the sixth and eleventh class weeks.

Payment plans will be adjusted based on the length of the semester, and may be set in advance of the dates outlined above.

B. Medical Students. The Texas Higher Education Coordinating Board provides medical students with the election to pay tuition and fees using one of the following alternatives:

1. Full payment of tuition and fees in advance of the beginning of the academic year; or
2. One-half payment of tuition and fees in advance of the beginning of the academic year and one-half payment upon resumption of classes following the Christmas recess; or
3. One-fourth payment of tuition and fees in advance of the beginning of the academic year, separate one-eighth payments prior to the start of the sixth and eleventh class weeks, one-fourth payment upon resumption of classes following the Christmas recess and separate one-eighth payments prior to the start of the sixth and eleventh class weeks following the Christmas recess.

Payment plans will be adjusted based on the length of the semester, and may be set in advance of the dates outlined above.

The administration shall develop procedures which will provide that students may elect to pay tuition and fees using the payment alternative. Further, the administration shall develop procedures that will ensure that students are notified of the requirements, provisions and penalties of the installment payment options.

All students at TTUHSC El Paso are required to complete a Financial Responsibility Agreement prior to enrolling for courses. This document covers the election to pay by installments.

If a student elects to pay tuition and fees using the payment alternative, he or she shall be assessed an installment option fee in addition to the required payment of tuition and fees. The fee developed and recommended for approval shall reflect all costs incurred in operating and handling payments under the installment alternative. The rates of the fee shall be approved by the Board of Regents. A student who fails to make full payment of tuition and fees, including any incidental fees, by the due date may be prohibited from registering for classes until full payment is made. A student who fails to make payment prior to the end of the semester may be denied transcripts.

Non-payment of tuition is not indicated on the transcript. Grades are posted to the student's record regardless of payment status. An "official" transcript will not be provided to the student if Student Business Services has placed a "Hold" on the record for non-payment.