



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 payment options available to students for the payment of tuition and fees.

REVIEW: This HSCEP OP will be reviewed by 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:

Installment Options.

The *Texas Education Code*, Section 54.007, provides students with the option to pay tuition and fees by installment payment plans as defined by an institution. TTUHSC El Paso provides the following installment payment options:

A. Nursing and Graduate Students.

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.

B. School of Medicine Students.

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 prior to the start of the spring semester; or
3. One-fourth payment of tuition and fees in advance of the beginning of the academic year and separate one-eighth payments prior to the start of the sixth and eleventh class weeks, one-fourth payment prior to the start of the spring semester and separate one-eighth payments prior to the start of the sixth and eleventh class weeks of the spring semester.

C. School of Dental Medicine.

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 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.

The administration shall develop procedures that allow students to elect an installment payment option for the payment of tuition and fees. The administration shall also develop procedures to ensure that students are informed of the requirements, provisions and penalties associated with the installment payment options.

All students at TTUHSC El Paso are required to complete a Financial Responsibility Agreement prior to enrolling in courses. The agreement covers the election to pay by installments, and the penalties for failing to make payment in full prior to the end of the semester.

Students who elect to pay tuition and fees using an installment payment option, shall be assessed an installment payment fee in addition to tuition and fees. The installment payment shall reflect all costs incurred in operating and handling payments under the installment payment option. Pursuant to the authority delegated by the Board of Regents, the President is authorized to approve all discretionary incidental fees.

Students who fail to make a required installment payment by the established due date shall be assessed a late payment fee. A student who fails to make the 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 the payment prior to the end of the semester may be denied transcripts.

A student's failure to pay tuition and fees shall not be reflected on the academic transcript. Grades are posted to the student's record regardless of payment status.