



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 50.22, Tuition and Fees Installment Payment Options

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish the installment options available to students for payment of tuition and fees.

REVIEW: This HSC 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 Executive Vice President for Finance and Operations.

POLICY/PROCEDURE:

1. Installment Options.

a. **Nursing, Health Professions, Pharmacy, Population and Public Health, 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 has elected to provide the following alternatives for long 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 are required to complete a [Financial Responsibility Agreement](#) for each semester of enrollment. 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 (Billing Fee) in addition to the required payment of tuition and fees. The fee developed and recommended for approval shall reflect costs incurred in operating and handling payments under the installment alternative. The rate of the fee shall be approved by the President of TTUHSC. 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. Furthermore, in accordance with Texas Government Code § 2107.003, a student can be held responsible for the reimbursement of any fees resulting from placement with an external collection agency, which may be based on a percentage (at a maximum of 30 percent) of the debt, and all costs and expenses including reasonable attorney fees. Additional late fees, services charges, and/or interest may be applied.

Non-payment of tuition is not indicated on the transcript. Grades are posted to the student's record regardless of payment status.