



For a student to be eligible for a rebate of a portion of the undergraduate tuition the student has paid:

The student must have enrolled for the first time in an institution of higher education in the **fall 1997 semester or later**,

The student must be requesting a rebate for work related to a first baccalaureate degree received from a Texas public university,

The student must have been a resident of Texas and have been entitled to pay resident tuition at all times while pursuing the degree,

If enrolled for the first time in fall 2005 or later, the student must graduate within four calendar years for a four-year degree or within five calendar years for a five-year degree if the degree is determined by the Texas Higher Education Coordinating Board to require more than four years to complete, and

The student 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 credits,
- course credit earned exclusively by examination except for the first 9 credits,
- courses that are dropped after the official census date (including Q-drops and withdrawn hours),
- for credit developmental courses,
- optional internship and cooperative education courses,
- courses repeated exclusively by examination,
- repeated courses.

A student must apply for the tuition rebate ***prior to receiving the baccalaureate degree*** on forms provided by the institution and must keep the Registrar's Office informed of the correct mailing address for at least 60 days after graduation.

Tuition rebates shall be reduced by the amount of any outstanding student loan, including an emergency loan, owed to or guaranteed by the State of Texas, including the Texas Guaranteed Student Loan Corporation. If a student has more than one outstanding student loan, the institution shall apply the amount of the rebate to the loans as directed by the student. If the student fails to provide timely instructions on the application of the amount, the institution shall apply the amount of the rebate to retire the loans with the highest interest rate first.

By submitting a completed tuition rebate form, the student agrees that Texas A&M University-Commerce will verify enrollment and credit hours attempted at all Texas public colleges/universities through the Texas Higher Education Coordinating Board.

Please direct questions to the Graduation Coordinator in the Office of the Registrar, Texas A&M University-Commerce, P.O. Box 3011, Commerce, TX, 75429, email gradofc@tamu-commerce.edu or call (903) 886-5429.