30/45 SCH Excess Fee Waiver Agreement
Requirements for Contract to Graduate

Eligibility for a *Contract to Graduate* (C2G) is based solely on economic hardship, e.g.: Pell Grant eligibility, work-study, etc. A *C2G* consists of this page and your Semester-by-Semester plan. Although specific courses listed on the Contract may change for various reasons, e.g., course scheduling or your choice of electives, etc.; you may **not** exceed the total number of SCH outlined on your *C2G*. **Steps in the process: (1) Obtain One-Stop Enrollment Center (OSEC) verification, JPL 1.01.04, (2) obtain semester-by-semester plan from your advisor, (3) submit C2G at MS 2.02.18Y within 5 business days.**

NOTE: The Texas Education Code section 54.014 states, "An institution of higher education may charge a resident undergraduate student tuition at a higher rate than the rate charged to other resident undergraduate students, not to exceed the rate charged to nonresident undergraduate students, if before the semester or other academic session begins the student has previously attempted a number of semester credit hours for courses taken at any institution of higher education while classified as a resident student for tuition purposes that exceeds by at least 30 hours the number of semester credit hours required for completion of the degree program in which the student is enrolled." The law allows institutions to adopt a policy that exempts students from the payment of that higher rate solely as a result of hardship as determined by the institution.

I, _____(Print your name), myUTSA ID _____, understand the following:

1. _____ (Initial) This *C2G* is intended to allow me to complete my Bachelor's degree in (major)_____ without being charged the higher tuition rate for excess hours needed to obtain my Bachelor's Degree.
2. _____ (Initial) I am currently receiving need-based financial aid, verified below by the One-Stop Enrollment Center (OSEC).
3. _____ (Initial) I am allowed to submit this **ONE** *C2G* and it is FINAL. I must complete the remaining coursework for my Bachelor's Degree exactly as outlined on my semester-by-semester plan. Failure to do so will result in the withdrawal of the exemption and I will be subject to the higher tuition rate.
4. _____ (Initial) Any courses taken that are not needed to obtain my Bachelors' Degree (for example, to complete a double major, minor, concentration, post-graduate pre-requisites or other reason) will be charged at the higher tuition rate.
5. _____ (Initial) If I drop, fail, or repeat any course, I will be charged the higher tuition rate for the retaking of that course and will be held responsible for any and all additional fees.
6. _____ (Initial) If I choose to increase my attempted hours or enroll in courses not listed on my degree plan, I will be charged the higher tuition rate for those courses and held responsible for any and all additional fees.
7. _____ (Initial) If required courses are not offered by UTSA or if required courses are scheduled in direct conflict with each other, based on the semester outlined, my contract will need to be revised and I will not be held responsible for additional charges.
8. _____ (Initial) My *Contract to Graduate* is subject to any and all university policies not listed here.
9. _____ (Initial) I will submit my *Contract to Graduate* to Undergraduate Studies Support & Technology Services in MS 2.02.18Y within 5 business days.

EFFECTIVE BEGINNING: ☐ **FALL** ☐ **SPRING** ☐ **SUMMER** **20_____**

Student Printed Name | Student's Signature | Date

I have reviewed the above student's record and determined he/she

☐ *receives need-based aid and is therefore eligible for a C2G* ***OR*** ☐ *does not receive need-based aid and is not eligible for a C2G.*

OSEC Officer's Printed Name | OSEC Officer's Signature | Date

Advisor's Printed Name | Advisor's Signature | Date

Submit completed *C2G* & semester-by-semester plan to Undergraduate Studies Support & Technology Services, MS 2.02.18Y within 5 business days. Failure to do so will disqualify you from receiving the Exemption.

For Front Desk use only: Date Received _____Time Received _____ **August 2016**

Privacy Notice: With a few exceptions, you are entitled to be informed about the information U.T. San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that U.T. San Antonio collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.