



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER™  
EL PASO

# Global Fee Document Supplement

Summary of Other Educational Costs and  
Optional Exemptions and Waivers  
2024-2025 Academic Year

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## Executive Summary

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All discretionary charges of Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) are charged and collected under specific authorization of the laws of the State of Texas, including, but not limited to, the authorization in Texas Education Code section 54.504 and section 55.16. The Board of Regents has delegated to the President of TTUHSC El Paso the authority to approve all discretionary/incidental fees. Rates established within this Global Fee Document Supplement are effective for the academic year beginning with the fall 2024 semester and through summer 2025.

The Board of Regents has authorized the President of TTUHSC El Paso to increase or decrease Malpractice Insurance Fees for students in each of the schools and the School of Medicine Long Term Disability Insurance Fee as necessary to respond to changes in the cost of providing the insurance coverage. The schools seek only to recoup the cost of providing the coverage.

The Board of Regents, Regent's Rules section 07.10.03, has delegated to the President of TTUHSC El Paso the authority to establish exemption criteria and exemption approval procedures for the fees, rentals, rates, and charges in accordance with state laws, including, but not limited to, Texas Education Code, Section 54.213, 54.218, 54.251, 54.263, 54.365, 54.5035.

Students must review their student financial account regularly to ensure there are no outstanding balances due. All charges must be paid according to Student Business Services payment due date policies to avoid late fees and holds.

## **Discretionary/Incidental Fees**

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Discretionary/Incidental Fees are required for all university students who meet certain enrollment or registration criteria or to cover the incidental cost of services. While some fees are specifically authorized for TTUHSC El Paso by independent statute within the Texas Education Code (TEC), all fees are statutorily authorized within the TEC. Discretionary fees are specifically authorized under TEC sections 54.504 and 55.16.

### **Course Auditing Fee**

This fee is charged to enrolled students auditing courses for non-credit. Written permission from the Dean of the college in which the course is taught and from the course instructor is required.

- Students enrolled on a less than full-time basis for the semester must pay a \$10 fee.
- No charge is assessed to students enrolled on a full-time basis for the semester.

### **Credit Card Processing Fee**

This fee provides funds to cover the costs of accepting credit cards as a form of payment on student financial accounts. This fee is assessed at the point in which the student elects to pay by credit card and agrees to the charge from the third party payment processor. The fee is applicable for each payment made using a credit card, regardless of term. This fee is non-refundable except under authorization of Student Business Services administration and additional fees may be charged for returned credit card payments.

- Students will be assessed up to a 2.95% per credit card transaction fee with a minimum of \$3 per transaction.
- Students may incur an additional pass-through fee from the credit card payment processor for credit card payments that are returned for any reason, including but not limited to, disputed or stopped payments.

### **ETD Processing Fee**

This one-time fee is charged to all thesis option master's and doctoral students upon filing their intention to graduate.

- Graduate students will be charged a \$50 fee during the term of defense and/or graduation.

### **Installment Payment Option Fee**

This fee provides funds to cover the administrative costs of offering installment payment options to students. This fee is assessed at the time a student elects to pay less than 100% of the tuition and fees for the term but at least the minimum required 50%. This fee is non-refundable except under authorization of Student Business Services administration.

- Students will be charged \$25 upon electing to pay by installment payment plan option, per term.

### **Identification Card Replacement Fee**

This fee provides funds to cover the replacement and administrative cost of lost identification cards.

- Students will be assessed a \$20 fee per occurrence.

### **Late Payment Fee**

This fee is assessed at the time a student account or student loan becomes delinquent.

- Students will be assessed a \$25 late payment fee and/or accrued late penalty interest on loans if payment is not received by the scheduled payment due date.
- Students will be assessed a \$50 late payment fee on tuition and fee accounts that are not paid by the established due date.

### **Late Registration Fee**

A \$50 late registration fee will be assessed to all students who register on or after the 1<sup>st</sup> class day.

### **Library Charges and Fines**

These fees provide funds to cover the administrative costs of library services including interlibrary loans, lost and overdue items.

- Overdue items
  - Reserve materials - \$.50 per item per hour
- Lost items
  - \$25 processing fee plus the actual cost of materials and all accrued overdue fines per item
- Document delivery copy service
  - \$.25 per page, maximum of \$4
  - Rushed – \$10 per article
- Interlibrary loan
  - Rushed – \$10 per item
  - Interlibrary Loan Late Fee – \$.50 per item per day
- Printing Services
  - Laser print – \$.10 per page
  - Color laser print – \$.25 per page
  - 3D Print (special colors) – \$.06 per gram, minimum charge of \$.25
  - Poster print (paper) – \$20
  - Poster print (vinyl) – \$50
  - Poster tube – \$2.50

### Orientation Fee

This fee provides funds to cover the costs associated with the various activities, facilities, materials and services provided to new students during orientation. The fee is assessed by each school at the time the student is accepted into one of the school’s academic programs.

- All schools – \$50

### Post Census Day Matriculation Fee (Reinstatement Fee)

This fee is intended to defray the cost of lost funding from students who register or are reinstated upon cancelation, after the 20<sup>th</sup> class day in fall and spring terms and the 15<sup>th</sup> class day in summer terms.

- Students will be charged a \$200 fee at the time the student is registered or reinstated.

### Prior Learning Assessment (PLA) Fee

This fee is charged per PLA request and covers the costs of conducting assessments that determine the equivalency or prior learning to college-level coursework.

Assessment Type	Required Fee
American Council on Education (ACE) Credit Recommendation	\$30 for each course reviewed
American Council on Education (ACE) Military Credit Recommendation	No fee
Continuing Education Course to Credit (Dean’s Approval Required)	\$30 for each course reviewed
External Credit by Exam	\$10 for each exam
Internal Challenge Exam	\$10 for each exam
Licensure or Industry Certification (Dean’s Approval Required)	\$125 for license reviewed
Portfolio (VPAA Approval Required)	\$125 for portfolio review
Other (VPAA Approval Required)	\$125 for each review

### Returned Payment Fee

The fee is assessed when a student’s payment to the university is returned unpaid for any reason.

- Students will be charged a \$30 fee per occurrence.

## Student Health Insurance

This fee ensures that all students have qualified health insurance during their time as a TTUHSC El Paso student. If a student has alternative insurance that is Affordable Care Act (ACA) compliant, they will be able to submit proof of health insurance to receive a waiver of this fee before the start of each semester. Students will be charged the premium cost of the insurance in the fall and the spring and will be required to pay it in full. If a student's program starts in the summer then the student will be charged for summer coverage. Students who take no action will be enrolled in the student health insurance plan after the waiver period ends and will be responsible for the student health insurance fee reflected on their tuition and fee bill. The only exception is for those enrolled in a 100% distance program that does not include a face to face or onsite academic, research, or clinical component. Additional information is available at: <https://ttuhscel.edu/student-services/student-engagement-student-services-operations/ship-academic-health-plan.aspx>

Fall 2024	Coverage Dates	Fee
Continuing Students	July 1 – December 31	\$1,623
New Medical/Dental Students	July 1 – December 31	\$1,623
New Nursing/GSBS Students	August 1 – December 31	\$1,361
Spring/Summer 2025	Coverage Dates	Fees
All Students	January 1 – June 30	\$1,623
New Summer Nursing Students	May 1 – June 30	\$542

## Student Parking Fees and Fines

Student parking fees and fines are administered and collected by the Office of Traffic and Parking. A fee is required for all vehicles parked on campus. All fees and fines must be paid according to traffic and parking rules and regulations to avoid penalties and registration holds.

Visit Traffic and Parking at <https://elpaso.ttuhsce.edu/parking/traffic-and-parking/default.aspx>

## Special Instruction Fees

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Special instruction fees are costs associated with a particular section of a course. The fee is determined by the academic department and shall be approved under a policy established by the administration. Special Instruction Fees are Discretionary/Incidental Fees which are specifically authorized under Texas Education Code section 54.504 and 55.16.

### Distance Education /Online Fee (RN to BSN/MSN/Post-Bacc Program)

The purpose of the distance education online fee is to fund faculty and staff which support the curriculum. The fee will be used to support faculty and staff salaries, resources, software, and materials which support students in online courses.

- Students will be assessed \$150 per semester credit hour (SCH) per applicable course.

### Faculty Intensive Fee (Accelerated BSN Program)

The purpose of the faculty intensive fee is to support part-time faculty salaries and learning materials which support the educational objectives for clinical courses. Undergraduate clinical courses mandate a lower faculty to student ratio; typically one faculty to 10 students.

- Students will be assessed \$95 per SCH per applicable course.

### Distance Learning Out-of-state

Distance learning out-of-state fees support costs associated with programs for which TTUHSC El Paso does not receive state funding. This fee is assessed to all students enrolled in a distance education program and who reside outside of Texas.

Students enrolled in a distance education program and who reside outside the state of Texas will be assessed a distance learning fee per SCH according to the table below in addition to designated tuition and any applicable mandatory fees.

Hunt School of Nursing		
	Distance Learning Out-of-State Residing in a Bordering County	Distance Learning Out-of-State Residing outside of Texas
Undergraduate	\$211 per SCH	\$365 per SCH
Graduate	\$420 per SCH	\$575 per SCH



## Malpractice and Long-Term Disability Insurance

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Malpractice and long-term disability insurance fees fund the actual cost of the insurance coverage. The fee may increase or decrease as necessary to respond to changes of providing the insurance coverage.

### **Malpractice Insurance Fee**

- School of Medicine – \$25 per academic year; billed in fall
- School of Dental Medicine – \$61 per academic year; billed in fall
- School of Nursing – \$10 per term

### **Long-Term Disability Insurance Fee**

- School of Medicine – \$46.80 per academic year; billed in fall

## Optional Waivers and Exemptions

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### **Competitive Scholarship Waiver**

The competitive scholarship waiver is an optional waiver authorized through Texas Education Code section 54.213, which allows a waiver of nonresident tuition charges to individuals who receive scholarships totaling at least \$1,000 awarded by TTUHSC El Paso in competition open both to residents and to nonresidents. Nonresident students enrolled at TTUHSC El Paso who are eligible to receive the Competitive Scholarship Waiver will be charged resident tuition and fees without regard to the length of time the student has resided in Texas. The Office of Financial Aid will notify Student Business Services of the students eligible to receive the competitive scholarship waiver.

### **Senior Citizen, 55 and 65 or Older**

The senior citizen exemption is an optional exemption authorized through Texas Education Code sections 54.263 and 54.365(c). Students enrolled at TTUHSC El Paso who are eligible to receive the senior citizen exemption will be exempt from paying tuition for up to six semester credit hours per term. Students eligible to receive the senior citizen exemption should contact Student Business Services.

### **Registered Nurses Enrolled in Postgraduate Nursing Degree Programs**

The registered nurses enrolled in post graduate nursing degree programs waiver is an optional waiver authorized through Texas Education Code section 54.251 which allows a waiver of nonresident tuition charges to students who are registered nurses, are authorized to practice professional nursing in Texas, enroll in a program designed to lead to a master's degree or other higher degree in nursing, and intend to teach in a program in Texas designed to prepare students for licensure as registered nurses.

### **Governing Board Waivers**

The governing board of an institution of higher education may waive a mandatory or discretionary fee for a student if the board determines that the student is not reasonably able to participate in or use the activity, service, or facility for which the fee is charged. Such authority is granted to TTUHSC El Paso through Texas Education Code section 54.218 and section 54.5035. The Board of Regents has granted this authority to the President of TTUHSC El Paso.

- **Graduate Program Fees**

Exempts the student from payment of certain fees. Appointment must be on or before the 12th class day of a fall or spring semester (4th class day of a summer term) as a benefits-eligible employee with employment of at least one-half time as a Teaching Assistant, Research Assistant, or Graduate Part-time Instructor. Exempted fees include the following:

- Designated Tuition
- Academic Department Instructional Assessment Fee
- Student Union Fee
- Student Services Fee

- Information Technology Fee
- Learning Resources Fee
  
- **Employee Tuition Assistance**

Waives the employee from the payment of tuition (excluding graduate tuition) and certain fees for one course per term up to a maximum of 4 semester credit hours (SCH) during a fall, spring, and summer term and up to a maximum of 10 SCH for any academic year. Students are responsible for the payment of graduate tuition. Fees not covered include, but are not limited to, malpractice insurance fees, graduation fees, and binding/thesis Fees.

Eligibility requirements include the following:

  - Must have employment with TTU, TTUHSC, TTUHSC El Paso, or the TTU System Administration at full-time benefits-eligible status for six (6) continuous months prior to the census date of the term for which the exemption applies.
  - Must remain in good academic standing including meeting the Satisfactory Academic Progress requirements of the program.
  - Eligible programs include undergraduate or graduate programs offered by TTUHSC El Paso as defined in the course catalog and resulting in a degree or certificate.
  
- Notification should be given to Student Business Services at the time of enrollment in TTUHSC El Paso courses to receive the waiver.
  
- **Medical Services Fee**

Students employed no later than the first census date in a benefits eligible position as defined in the Texas Civil Statutes and the Teacher Retirement System of Texas are exempt from the payment of the medical services fee.

- **Off Campus**

Student Business Services will waive certain fees for students enrolled in the following distance education programs:

R.N. to BSN Program

- Screening and Immunization Fee
- Student Union Fee
- Medical Services Fee
- Student Services Fee\*

R.N. to BSN Concurrent Enrollment Nursing Pipeline

- Screening and Immunization Fee
- Student Union Fee
- Medical Services Fee
- Malpractice Insurance Fee
- Student Services Fee\*

MSN/Post-Bacc Program

- Screening and Immunization Fee
- Student Union Fee
- Medical Services Fee

\*The Student Services Fee will be waived for students enrolled in an online program and who reside in a location where services are not reasonably available. Student Services will notify Student Business Services of students eligible to receive the waiver.