

**LONE STAR COLLEGE SYSTEM DISTRICT
BOARD POLICY MANUAL
Fourth Edition**

- (e) **Texas Common Admission Application Form** means the adopted Texas Higher Education Coordinating Board electronic common admission application form.

VI.A.1.03 Admission Grievance Policy

Admission rejections are rare because the College is an open-enrollment institution. However, individuals should direct admission grievances to a college's Chief Student Services Officer.

VI.A.1.04 Returning from Active Military Service

The College has two duties under this policy: (a) provide the student a financial aid package similar to the one for which the student was eligible before withdrawing for military service. This assumes the student meets the current financial aid eligibility requirements and conditions; and (b) allow the student the same academic status the student had before the student withdrew for military service. This includes any course credit the College awarded the student.

LSCS Policy Manual Section VI adopted by the Board of Trustees on March 3, 2016

VI.B. TUITION AND FEES

VI.B.1.01 Policy

The College's Board of Trustees sets tuition and fees for the College's courses. Texas residents pay lower tuition and fees than out-of-state residents or international students. Likewise, out-of-district Texas residents pay higher tuition and fees than in-district Texas residents. Texas law, Texas Higher Education Coordinating Board rules, and this policy determine Texas residency.

VI.B.1.02 Definitions

- (a) **Child or minor** means a person under 18 years of age who is not and has not been married or who has not had the disabilities of minority removed for general purposes.
- (b) **Adult** means a person who is not a child, as defined in this section.
- (c) **In-District Texas Resident** means an adult Texas resident living in the College's taxing district boundaries on the census date in the semester in which the student enrolls. It can also mean a non-adult Texas resident whose parents or guardians live within those boundaries on the census date in the semester in which the student enrolls. It can also mean property owners, and their dependents, who pay the College's property taxes and are Texas residents. It can also mean the College's full-time employee's immediate family members. Finally, it can also mean a Texas resident of the Acres Home Super Neighborhood attending the College's Victory Center.
- (d) **Texas Resident** means—for this tuition and fee policy—a person who satisfies one of several circumstances.

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1. A person who established a domicile in Texas no less than one year before the semester's census date in which the person enrolls and maintained that domicile continuously for the year preceding that census date.
2. A dependent whose parent or guardian established a domicile in Texas no less than one year before the semester's census date in which the person enrolls and maintained that domicile continuously for the year preceding that census date.
3. A non-citizen person who first graduated from a Texas public or accredited private high school, home school program, or a Texas high school diploma-equivalent program. And second, established a domicile in Texas for at least 36 months prior to graduating or receiving a diploma-equivalent. And third, established a domicile in Texas for one year before the student's first academic semester's census date.
4. A nonresident of Texas employed by a business or organization established in Texas under a Texas Economic Development and Diversification In-State Tuition Incentive along with their spouse and children are eligible to pay resident tuition. It is irrelevant how long the person has been domiciled in Texas. The enrolling student must provide a letter of intent to establish Texas residency with the College.
5. A person who established a domicile in Texas no less than 12 consecutive months before the semester's 12th day in which the person enrolls. And who holds an immigration visa allowing him or her to live in the United States.
6. A person who has filed a Petition for Permanent Resident Status (I-130 or I-140). And who has established a domicile in Texas no less than 12 consecutive months before the applicable semester's 12th day.
7. A person, ignoring immigration status, who satisfies (c)(3) above and provides the College an affidavit. The affidavit must promise that the person will apply for legal permanent residency as soon as eligible.
8. A person stationed in Texas who is an officer, enlisted, selectee, or draftee of the United States Army, Army National Guard, Air Force, Air National Guard, Navy, Marine Corps, Coast Guard, or a commissioned officer in the Public Health Service. This also applies to the person's spouse and dependent children. This definition does not apply to service members training in Texas in an isolated or routine manner.
9. A member of the United States Armed Services whose Home of Record with the military is Texas is presumed to be a Texas resident, as are his or her spouse and dependent children. A member whose Home of Record is not Texas but who provides the institution Leave and Earnings Statements that show the member has claimed

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Texas as his or her place of residence for the 12 straight months prior to enrollment is presumed to be a Texas resident, as are his or her spouse and dependent children.

10. A Texas resident means a service member's spouse or child under certain circumstances. First, the service member is stationed outside Texas. Second, the member's spouse or child resides in Texas. Third, the spouse or child gives the College a letter of intent to establish Texas residency. It is irrelevant how long the spouse or child has lived in Texas if the letter of intent is filed.

(e) Out-of-District Texas Resident means an adult Texas resident living outside the College's taxing district boundaries on the official enrollment reporting date. It can also mean a non-adult Texas resident whose parents or guardians live outside those boundaries on the official enrollment reporting date.

(f) Out-of-State Residents means a person aged over 18 years who does not meet the Texas Resident definition under this section. This definition also includes persons aged less than 18 years whose parents or legal guardians resided outside of Texas for the 12 months before the applicable semester.

VI.B.1.03 Establishing Texas Residency and District Status and Grievance Policy

The College will provide applicants with a questionnaire, which becomes part of the applicant's admissions paperwork. The College can seek more information to answer questions raised by the applicant's responses. Students must also tell the admissions office on the student's college when a student changes residences. Current and returning students may be required to prove their residency through supporting documents. A student that does not inform the admissions office can be disciplined under the Student Code of Conduct. The student must ensure that any residency or district issues are resolved before registering for classes. A student may file any grievance or objection with their Chief Student Services Officer. The Chief Student Services Officer has final authority to determine a student's residency or district status under this policy.

VI.B.1.04 Texas Tuition Fund and Texas Guaranteed Tuition Plan Tuition Rates

A Texas Tuition Promise Fund or Texas Guaranteed Tuition Plan beneficiary pays in state tuition, but may be required to pay higher fees than a Texas resident as defined in this section.

VI.B.1.05 Errors in Texas Residency and District Status

The College may unintentionally misclassify an out-of-state resident as a Texas resident. The College will charge out-of-state tuition and fees to a misclassified person starting with the first semester after the error's discovery. The same shall be true if the College misclassifies an out-of-district Texas resident as an in-district Texas resident.

The College may also unintentionally misclassify a Texas resident as an out-of-state resident. The College will immediately charge Texas resident tuition and fees to the misclassified person starting the very semester during the error's discovery. The College shall refund the person the

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sums the person paid over Texas resident tuition. The same shall be true if the College misclassifies an in-district Texas resident as an out-of-district Texas resident.

VI.B.1.06 Notice of Repeated Courses and Excessive Undergraduate Hours

The College and its students benefit when students timely complete certificate and degree programs. The College may charge a student higher tuition than standard tuition for repeated courses or carrying excess hours beyond those allowed for a student to keep paying in-state tuition and fees. The higher tuition rates and criteria are published in the College's annual course catalog.

VI.B.1.07 Tuition Waiver Based on Contractual Training Agreements

Tuition and fees may be set in a contract when a third party pays the full cost, or a significant portion, of a continuing education or training program. The tuition waiver in this section can never apply where the third party's payment does not cover at least instructional salaries. The Chancellor may authorize exceptions to this section, and shall report the same to the Board on at least an annual basis.

VI.B.1.08 Dual Credit Tuition Waiver

Texas high school students enrolled in dual credit courses will not pay the College any tuition, but the College may still charge fees to those students.

VI.B.2. Installment Payment Plans

VI.B.2.01 Policy

The College may offer installment payment plans, as specified in the Tuition and Fees Procedures. Payment plans require a student's first payment before classes begin. Likewise, payment plans require a student's last payment by the last week of class. Finally, a student who uses a payment plan will pay an extra enrollment fee at enrollment for each semester the student has a payment plan. The College will tell a student about any overdue tuition or fees. Not paying tuition and fees may impact enrollment status.

VI.B.2.02 Obtaining an Installment Payment Plan

The College requires students to enroll and complete necessary paperwork online for a tuition payment plan. That paperwork will include a written agreement outlining the payment plan's terms and conditions, a promissory note as collateral for the debt, and the student's financial aid award assignment covering the student's tuition or fees.

The following statement in bold-faced type must be included in any student's signed promissory note: **"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. A student who fails to make full payment prior to the end of the semester or session may be indefinitely denied a transcript."**

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VI.B.2.03 Appealing Denial of a Transcript for Non-Payment

A student may appeal denial of an installment plan to the College. The Chief Student Services Officer will have final authority regarding the student's eligibility.

VI.B.2.04 Applying Financial Aid Awards to Tuition and Fees

The College applies a student's financial aid award to pay a semester's tuition and fees. The College will refund the balance after financial aid pays the student's tuition and fees.

VI.B.3. Refund Policy

VI.B.3.01 Policy

The College generally refunds tuition and fees as soon as practical via a refund schedule appearing in this section. Students are advised, however, that Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, and Direct Loans, are subject to a different policy by law.

VI.B.3.02 Refund Schedules Defined

Refund schedules are determined by the fund type, class type or course, the class semester-length, and the refund's reason.

- (a) **General Refunds.** Courses approved by the Texas Higher Education Coordinating Board for which credit hours are awarded are refunded in accordance with this section.
1. The College will provide a full refund when the College cancels a scheduled course.
 2. The College will provide a partial refund when a student drops a course or withdraws before the first day of classes. That partial refund will be the balance of all tuition and fees minus any registration fee, installment plan payment fee, and any applicable late fees.
 3. The College will provide a partial refund when a student drops a course or withdraws after the classes first calendar day during the fall or spring semester. That partial refund will be the prorated as a follows.
 - A. Calendar days 1 through 15 = 70 percent refund.
 - B. Calendar days 16 through 20 = 25 percent refund.
 - C. Calendar days 21 through semester's end = no refund.