



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER.™

Global Fee Document Supplement

Summary of Other Educational Costs and
Optional Exemptions and Waivers
2018-2019 Academic Year

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Executive Summary

All discretionary charges of Texas Tech University Health Sciences Center 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, and other applicable sections. The Board of Regents has delegated to the President of Texas Tech University Health Sciences Center the authority to approve all discretionary, incidental fees.

The Board of Regents has authorized the President of Texas Tech University Health Sciences Center 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 Texas Tech University Health Sciences Center 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, 54.251, 54.263, 54.365, 54.5035 and other applicable sections.

Rates established within this Global Fee Document Supplement are effective for the academic year beginning with the fall 2018 semester and through summer 2019. These fees are published on the Student Business Services website per Texas Education Code section 54.504.

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

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 Texas Tech University Health Sciences Center 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 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 for fewer than 12 semester credit hours in a semester (6 hours in summer) must pay a \$10 per semester credit hour fee.
- No charge is assessed for enrollment of 12 or more semester credit hours.

Credit Card Processing Fee

This fee is charged to students who elect to make payment of tuition and fees with a credit card.

- Students will be assessed a 2% per transaction fee, with a minimum of \$3.00 per payment.

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 \$50.00 fee during the term of defense and/or graduation.

Identification Card Replacement Fee

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

- Students will be assessed a \$15 fee per occurrence.

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.

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 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 1st class day as authorized by the schools.

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
 - General Collection and media materials - \$.50 per day per item, maximum of \$50
 - Reserves 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
 - (per item) - \$.25 per page, maximum of \$4
 - Rushed (per item) - \$10 per article
- Document Delivery
 - (per item) - \$.25 per page, maximum of \$4
 - Rushed (per item) - \$.50 per page, maximum of \$10
- Interlibrary loan
 - Per item borrowed – \$4 per item
 - Per item rushed – \$10 per item
- Books
 - TTUHSC Books – no fee
 - Books from Outside Libraries - \$4

Orientation Fee

This fee provides funds to cover the costs associated with the various activities, facilities, materials and services provided to 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 and for other required orientation sessions set by the school.

- All schools – Maximum of \$75

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 cancellation, after the 20th class day in fall and spring terms and the 15th class day in summer terms.

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

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 Parking Fees and Fines

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

<https://www.fiscal.ttuhs.edu/parkingserv/>

Special Instruction Fees

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.

School of Health Professions

Calibration Fee

The purpose of the calibration fee is to cover the costs of calibrating machines and to aid in the purchase of replacement equipment used in the department of Speech, Language and Hearing Sciences.

- Speech, Language and Hearing Sciences - \$25 per applicable course

Clinical Course Fee

The purpose of the clinical course fee is to cover the costs of students obtaining a nationally recognized certification through the IAOM-US (International Academy of Orthopedic Medicine). This fee is assessed to students in the Doctor of Science in Physical Therapy program who seek to acquire the certification.

- Doctor of Science in Physical Therapy Program - \$900 per applicable course

Clinical Simulation Fee

The purpose of the clinical simulation center fee is to fund the salaries and fringes of staff who support the clinical simulation center activities to include support in the training, preparation, set-ups and cleaning of the clinical scenarios practiced. In addition, the fees are used to purchase consumable supplies, maintenance and warranty expenses used in the clinical simulation center.

- Physician Assistant Program - \$375 per applicable course
- All other Programs - \$750 per applicable course

Data Management Fee

The purpose of the data management fee is to cover the cost of E*Value. E*Value provides data management for multiple disciplines in the areas of clinical, teaching and accreditation solutions. This fee is assessed annually and is associated with a particular course of enrollment for programs utilizing the E*Value services.

- Bachelor and Master - \$132 per applicable course
- Doctoral - \$160 per applicable course

Emergency Medicine Training Fee

The purpose of the emergency medicine training fee is to cover the cost of Basic life support CPR, advanced Cardiac life support and Pediatric advanced life support courses for students enrolled in the Physician Assistant Program. This course is provided in the summer term.

- Physician Assistant Program – maximum of \$485

End of Rotation Exam Fee

The purpose of the end of rotation exam fee is to cover costs of standardized tests for each of the required clinical areas for Physician Assistant education.

- Physician Assistant Program - \$30 per applicable course

Graduate Research Fee

The purpose of the graduate research fee is to support costs of graduate research such as the purchase of specific kits, poster presentation materials, copy charges, manual materials, and faculty travel to sites.

- Molecular Pathology Program - \$250 per applicable course

Human Anatomy Fee

The purpose of the human anatomy fee is to provide cadavers for dissection, costs of supplies, and teaching assistants for students enrolled in a human anatomy course in the summer term.

- \$500 per applicable course

Practicum Fee

The purpose of the practicum fee is to cover costs for onsite practicum experiences including software, copies of clinical assessment measures, consumables such as gloves and sanitizing solution, and faculty salaries related to direct supervision. The successful completion of this onsite practicum is required prior to students being eligible to perform off-site clinical rotations.

- Speech, Language and Hearing Sciences – maximum of \$300 per applicable course

Preceptor Fee

The purpose of the preceptor fee is to cover the cost of travel for faculty to visit the preceptor sites as required by accrediting agencies. Additionally, the Mayo Clinic charges a fee to students who choose to rotate through their clinic. The fee is assessed to the student at the rate required by the Mayo Clinic.

- Clinical Laboratory Sciences - \$100 per applicable course
- Molecular Pathology - \$350 per applicable course
- Mayo Clinic - \$1,000 per applicable course

Telemedicine Training Fee

The purpose of the telemedicine training fee is to cover the cost of the telemedicine training, and certificate, provided by the Marie Hall Institute for Rural and Community Health.

- Maximum of \$500 per applicable course

Graduate School of Biomedical Sciences

Distance Education/Online Fee

The purpose of the Distance Education/Online Fee is to cover the costs to provide online instruction such as educational software, equipment and support of technical staff.

- \$65 per semester credit hour, per applicable course

School of Nursing

Preceptor Fee

The purpose of this fee is to pay for preceptors in the Midwifery Program to ensure that students meet the required clinical experiences.

- Nurse Midwifery Program - \$1,000 per applicable course

Standardized Patient Fee

The purpose of the standardized patient fee is to fund the cost of standardized patients used at the simulation center. Faculty and staff salaries who create simulation scenarios and track/monitor standardized patient's reports for faculty to evaluate scenarios. M&O materials used with standardized patient activities charged to this fee, to include staff support for preparation, set-ups, and cleaning of the clinical scenarios practiced. In addition, the fee is used to purchase consumable supplies, maintenance and warranty expenses used in the clinical simulation center in conjunction with standardized patients.

- \$150 per applicable course

School of Pharmacy

Immunization Statement Fee

The purpose of the immunization statement fee is to provide personnel resources to maintain records of immunization administration and a statement of completion for the ACPE (Accreditation Council for Pharmacy Education).

- 1st year students - \$40 fall semester

Special Instruction Fees – Non-funded courses

Distance Learning Out-of-state

Distance Learning Out-of-State fees support costs associated with programs for which TTUHSC does not receive state funding. This fee is assessed to all students enrolled in a distance education program and who reside outside of Texas. These fees are authorized under Texas Education Code, Section 54.545.

Students enrolled in these sections are assessed the Distance Learning Out-of-State Fee, Designated Tuition, Learning Resources Fee, Information Technology Fee, and Record Processing Fee.

School of Health Professions		
Program	Non-Funded Section Rate	Military Non-Funded Section Rate
B.S. Healthcare Management	320.00	240.00
B.S. Clinical Laboratory Sciences	334.00	260.00
M.S. Healthcare Administration	419.00	320.00
Master of Rehabilitation Counseling	419.00	320.00
Master of Science in Clinical Mental Health	419.00	320.00
Master of Science in Addiction Counseling	419.00	320.00
Master of Science in Clinical Rehabilitation Counseling	419.00	320.00
Transitional Doctor of Physical Therapy	559.00	320.00
Sc.D. Physical Therapy	559.00	320.00
Graduate School of Biomedical Sciences		
Master of Public Health	625.00	250.00
School of Nursing		
Undergraduate	365.00	365.00
Masters	455.00	455.00
Doctoral	605.00	605.00
<ul style="list-style-type: none"> All Fees assessed per semester credit hour 		

Malpractice and Long-Term Disability Insurance

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

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| • School of Health Professions | \$14.50 fall semester |
| • School of Health Professions – Physician Assistant program | \$61.00 fall semester |
| • Graduate School of Biomedical Sciences – Public Health | \$6.50 fall and spring |
| • School of Medicine | \$25.00 annual fee; billed in fall |
| • School of Nursing | \$17.00 fall semester |
| • School of Nursing – Nurse Practitioner program | \$61.00 fall semester |
| • School of Pharmacy | \$17.00 fall semester |

Long-Term Disability Insurance Fee

- School of Medicine - \$46.80 annual fee; billed in fall

Optional Waivers and Exemptions

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 in competition open both to residents and to nonresidents. Nonresident students enrolled at TTUHSC 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 who are eligible to receive the Senior Citizen Exemption will be exempted 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 Postgraduate 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.

Disabled Peace Officer

The Disabled Peace Officer Exemption is an optional waiver authorized through Texas Education Code section 54.352. Students enrolled at TTUHSC who are eligible to receive this exemption will be exempted from the payment of tuition and required fees for not more than 12 semesters or sessions. Students eligible to receive the Disabled Peace Officer exemption should contact Student Business Services.

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 through Texas Education Code section 54.218 and section 54.5035. The Board of Regents has granted this authority to the President of TTUHSC. Student Business Services will waive certain fees for students enrolled in the follow distance education programs:

- **Graduate Program Fees**

Students employed no later than the first census date at least one-half time as a benefits eligible employee with the job title of Teaching Assistant, Research Assistant, or Graduate Part-Time Instructor are exempt from payment of the following:

- Designated Tuition
- Student Union Fee
- Recreation Center Fee
- Student Services Fee
- Information Technology Fee
- Academic Fee
- Student Athletic Fee
- Educational Technology Fee
- Learning Resources Fee

- **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.

- **Employee Tuition Assistance**

Students employed at least six months in a full-time benefits eligible position with Texas Tech, enrolled at TTUHSC in a degree seeking program meeting defined program GPA requirements, are exempted from the payment of tuition, excluding Graduate Tuition, and certain fees for one course per semester, not to exceed 10 semester credit hours per academic year. Fees not covered include, but are not limited to, Malpractice Insurance Fees, Graduation Fees, and Binding/Thesis Fees. Student Business Services will identify eligible students and apply the exemption to the student account.

- **Off Campus**

Exempts the student from the payment of certain fees for activities, services, or facilities not available to them at their course location. Students enrolled in only web-based instruction may also be eligible for an off-campus waiver. Notification of waiver eligibility is provided from the various academic departments to the Student Business Services Office for each semester/term. Waivers must be manually entered onto a students' account after registration is completed. Students may elect to pay any or all of the waived fees by contacting the HSC Student Business Services Office.

Off Campus Detail

	Student Services Fee	Medical Services Fee	Student Union Fee	Recreation Center Fee	Student Athletic Fee	ID Card Fee
Full	X	X	X	X	X	X
Abilene			X	X	X	
Amarillo			X	X	X	
Dallas			X	X	X	
El Paso			X	X	X	
Midland			X	X	X	
Odessa			X	X	X	
Full-Grad NR	X	X	X	X	X	

- **Malpractice Insurance Fee**

This fee is not assessed to students who are not required to have patient experiences within their program curriculum and/or the School has determined that the student will not be part of the insurance coverage.

Programs currently exempted:

- HP-TDPT-HPPT
- HP-BSHM-HPHM
- HP-NDGD-HPPT
- HP-NDUG-HPHM
- HP-CRHI-HPHA
- HP-CRHS-HPHA

- **Screening and Immunization Fee**

This fee is not assessed to students who are not required to have patient experiences within their program curriculum and/or the School has determined that the student will not be required to take immunizations through TTUHSC or have records maintained by the institution.

Programs currently exempted:

- HP-MSHA-HPHA
- HP-TDPT-HPPT
- HP-DSPT-HPPT
- HP-MRC-HPRC
- HP-BSHM-HPHM
- HP-NDGD-HSGR
- HP-NDGD-HPRC
- HP-NDGD-HPPT
- HP-MSMH-HPMC
- HP-MSAC-HPAC
- HP-MSCR-HPCR
- NR-BSN-RNBN

- NR-NDGD-HSGR
- NR-NDGD-NURS
- NR-NDUG-NURS
- HP-CRHI-HPHA
- HP-CRHS-HPHA