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*WEST TEXAS A&M UNIVERSITY*  
*GRADUATION AND TUITION REBATE APPLICATION PACKET*

This application packet should be completed by the student and submitted to the appropriate Dean's Office by the following deadlines:

December Graduation:	October 1
May Graduation:	March 1
August Graduation:	July 1

*Dean's Office Contact Information*

College of Agriculture, Science & Engineering  
ANS 106

Bonnie Persinger, Dean's Secretary

Phone 806-651-2585

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College of Nursing & Health Sciences  
OM 402

Vicki Hamblen, Dean's Secretary

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Canyon, TX 79016

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[vhamblen@wtamu.edu](mailto:vhamblen@wtamu.edu)

College of Business

CC216A

Lynsee Womble, Dean's Secretary

WTAMU Box 60768

Canyon, TX 79016

Phone 806-651-2530

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Sybil B. Harrington College of Fine Arts &  
Humanities

MMNH 161

Verna Hodge, Dean's Secretary

WTAMU Box 60238

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College of Education & Social Sciences  
OM 410D

Kathy Lefever, Dean's Secretary

WTAMU Box 60208

Canyon, TX 79016

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[klefever@wtamu.edu](mailto:klefever@wtamu.edu)

Graduate School

KRC 104

WTAMU Box 60215

Canyon, TX 79016

Phone 806-651-2730

Fax 806-651-2733

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**WEST TEXAS A&M UNIVERSITY  
APPLICATION FOR GRADUATION**

**TO BE COMPLETED BY APPLICANT**

**PLEASE PRINT**

Date of Graduation

YOUR NAME as you wish it to appear on your diploma

Buffalo Gold Card No.

Month Year

Former/Maiden Name (if applicable)

e-mail address

Phone Number

Permanent home address for mailing diploma

Local mailing address

City State Zip

City State Zip

Did either of your parents or legal guardians graduate from college? \_\_\_\_\_ Yes \_\_\_\_\_ No

Did you receive notice of the Tuition Rebate? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you currently enrolled? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you plan to transfer additional credits? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, from where \_\_\_\_\_

I would like my name and degree information published in the Graduation Program. \_\_\_\_\_ Yes\*\* \_\_\_\_\_ No \*\*

I would like my WT Email address provided to the Graduation photographer in order to receive info on ordering pictures \_\_\_\_\_ Yes\*\* \_\_\_\_\_ No\*\*

\*\* By marking yes and signing this form, you authorize your information to be placed in the Graduation Program and your email to be released

Signature of Applicant

Date

With few exceptions, state law gives you the right to request, receive, review and correct information about yourself collected on this form.

**TO BE COMPLETED BY DEAN'S OFFICE**

Degree

\_\_\_\_\_ Currently Registered

\_\_\_\_\_ Completed

\_\_\_\_\_ Other

Major(s)

Code No.

Major(s)

Code No.

Minor

Specialization

Code No.

Dean's Code Number

Second Teaching Field

Code No.

Course	Hrs

Course	Hrs

**TO BE COMPLETED BY DEAN AND PROVOST/VICE PRESIDENT FOR ACADEMIC AFFAIRS**

This is to certify that the above named student will have satisfied all catalog requirements for the degree for which application is being made, when work indicated is completed. Upon completion of the work, he/she will be recommended to the president of the University with the request that the degree be conferred.

Degree

Dean

Date Conferred

Provost/Vice President for Academic Affairs

**West Texas A&M University**  
**Texas Tuition Rebate Checklist**

To Determine Preliminary Eligibility for Texas Tuition Rebate

- | Yes                      | No                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Was your first enrollment in an institution of higher education in the Fall 1997 semester or later?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. <u>IF</u> your first enrollment in an institution of higher education was Fall 2005 or later, are you graduating within four calendar years of beginning your college courses? Or within five calendar years for the following programs: engineering, BBA/MPA, BSN/MSN? <u>(IF ENROLLED PRIOR TO FALL 2005, SKIP THIS QUESTION)</u>  |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Are you receiving your first baccalaureate degree?   |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Have you been a resident of Texas while pursuing the baccalaureate degree?   |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Did you pay or were you eligible to pay Texas resident tuition at all times while pursuing the baccalaureate degree?   |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Have you <u>attempted</u> three hours or less in excess of the required number of semester credit hours to complete your degree under the appropriate catalog? Hours attempted include transfer credits, courses that are dropped after the official census date, MATH 0001, MATH 0302, ENG 0001, and EDRD 0002, optional internship and cooperative education courses, and repeated courses. (Up to 9 hours of credit by exam is excluded for these purposes as well as high school dual credit.) |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Are you requesting the rebate at the time you are applying for graduation? (Must apply for rebate <u>prior</u> to awarding of baccalaureate degree.)   |

Note: If you checked "No" to any of the above items, you are not eligible for the state tuition rebate and DO NOT need to complete the additional pages – only the next 2 Graduation Guarantee Questions. If you checked "Yes" to all, continue with the following questions and application and submit with the Graduation Application.

*WTAMU Graduation Guarantee Questions*

- | Yes                      | No                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | I began school at WTAMU in Fall 2009 or later as a beginning freshman and submitted a WTAMU Graduation Pledge Contract when I first enrolled to be considered for a \$1000 rebate if not eligible for the State Tuition Rebate. |
| <input type="checkbox"/> | <input type="checkbox"/> | I am graduating within 4 calendar years of my initial enrollment.   |

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**West Texas A&M University  
TUITION REBATE PROGRAM  
Request for Rebate – Student Information**

West Texas A&M University is pleased to inform you that you may qualify for up to \$1,000 tuition rebate once you receive your baccalaureate degree. The Tuition Rebate program, authorized by Section 54.0065 of the Texas Education Code, provides tuition rebates of up to \$1,000 as a financial incentive for Texas students to prepare for university studies while completing their high school work, avail themselves of academic counseling, make early career decisions, and complete baccalaureate studies with as few courses outside the degree plan as possible. Minimizing the number of courses taken by students results in financial savings to students, parents, and the state.

To be eligible for rebates under this program, students must meet all of the following conditions:

- (1) They must have enrolled for the first time in an institution of higher education in the fall 1997 semester or later;
- (2) They must be requesting a rebate for work attempted while seeking a first baccalaureate degree received from a Texas public university;
- (3) They must have been a resident of Texas and have been entitled to pay resident tuition at all times while pursuing the degree;
- (4) They 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 in excess of nine semester credit hours, courses that are dropped after the official census date, for-credit developmental courses, optional internship and cooperative education courses, repeated courses, and correspondence/extension courses. Courses dropped for reasons that are determined by the institution to be totally beyond the control of the student shall not be counted;
- (5) They must apply for rebates on forms provided by the appropriate Dean's office prior to receiving their baccalaureate degrees and keep the Registrar apprised of their addresses for at least 60 days after their graduation date; and
- (6) Those who have enrolled for the first time in Fall 2005 and after must graduate within four calendar years for a four-year degree or within five calendar years for a five-year degree.

**AMOUNT AND DISTRIBUTION OF REBATE:**

\*Maximum amount of \$1,000.

\*Reduced to the actual tuition paid if less than \$1,000.

\*Reduced by the amount of outstanding student loans.

\*Rebate amount applied to outstanding loans(s) as directed by student.

\*If more than one outstanding loan and no direction by student, rebate will be applied to loan(s) with highest interest rates first.

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Legal Name: \_\_\_\_\_ Buffalo Gold Card No. \_\_\_\_\_

Please Print

Address (current with Registrar's records) or Permanent Address: \_\_\_\_\_ Transfer Credit: \_\_\_\_ Yes \_\_\_\_ No  
Student must keep Registrar apprised of address for 60 days following graduation. Hours Earned Exclusively by Credit By Examination:  
\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, how many?

\_\_\_\_\_ Street Address

If yes: \_\_\_\_\_  
Name of Institution(s)

\_\_\_\_\_ City State Zip Code

Anticipated graduation date: \_\_\_\_\_ Have you applied for graduation? \_\_\_\_ Yes \_\_\_\_ No

- Did you receive federal student loans at any time while attending college? \_\_\_\_\_. If yes, we will forward your tuition rebate to the lending institution you specify here for application to the total balance of your loan(s). Please specify lender here: \_\_\_\_\_ (If you do not specify a lending institution WTAMU will apply your tuition rebate to the loan with the highest interest rate. The Tuition Rebate will apply to loan balance and does not constitute a monthly payment(s).)
- Are you seeking teacher certification? \_\_\_\_\_. If yes, the minimum hour requirement for the \$1000 Tuition Rebate equals the minimum number of credit hours in which it is possible to satisfy the requirements of both the baccalaureate degree and teaching certification.

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Signature

Date

To be completed by the **Dean's Office**:

Catalog Year filed under

Degree

Major

2<sup>nd</sup> Major if Double Major

Additional Teaching Certification

Minor (if applicable)

Total hours required to complete degree

Provide the requested information and forward application to the Registrar's Office. Letters of notification will be sent when reviewed by the Registrar and graduation is confirmed.

Dean's Office verification signature/Date

To be completed by the **Registrar's Office**:

Date Received: \_\_\_\_\_

Date of First College Enrollment

Hours by Exam

Attempted Transfer Hours

Attempted WT Hours

Total Attempted Hours

Eligible for Tuition Rebate: Yes \_\_\_ No \_\_\_

- If Yes, forward to BUSINESS OFFICE.
- If No, provide student with statement of reason(s) and copy of Dispute Resolution.

Registrar/Date

To be completed by the **Business Office**:

Date Received: \_\_\_\_\_

Amount of total tuition paid by:

(Including proof of tuition paid at other institutions if applicable to this degree)

\$ \_\_\_\_\_  
Transfer

\$ \_\_\_\_\_  
WTAMU

\$ \_\_\_\_\_  
Total

Eligible for Tuition Rebate: Yes \_\_\_ No \_\_\_

- If No, provide student with statement of reason(s) and a copy of Dispute Resolution. Return application(s) and copy of letter(s) to Registrar's Office.
- If Yes, process fund and return all application(s) and copy of letter(s) to the Registrar's Office.

Outstanding loans: Yes \_\_\_ No \_\_\_

If yes: \_\_\_\_\_  
Name of loan(s) and amount(s)

Amount of Tuition Rebate: \_\_\_\_\_

(Not to exceed \$1,000 and must be paid within 60 days of graduation date)

Vice President for Business and Finance

Date Processed for Payment

### DISPUTE RESOLUTION

A student's request for an appeal must be made in writing to the Dean of Enrollment Management within 30 days of the date of notice of ineligibility. Dean of Enrollment Management decisions may be appealed to the Tuition Rebate Committee composed of the Registrar, the Controller and the Dean of the related college. The Tuition Rebate Committee will review the appeal within ten working days after receipt of the request and will notify the student in writing of the decision. Decisions on appeals by the Tuition Rebate Committee will be final.

Students who believe that the appeal was unfair and not in keeping with the provisions of the Code may request, in writing, assistance from the Provost/Vice President for Academic Affairs and if necessary the President of West Texas A&M University to aid them in filing complaints with the Higher Education Coordinating Board.