

Texas Higher Education Coordinating Board
Application for Student Tuition and Fee Recovery
Workforce Education/Student Tuition and Fees Recovery (STFR)
P.O. Box 12788
Austin, TX 78711

The Texas Higher Education Coordinating Board (The Coordinating Board) is committed to ensuring students receive appropriate refunds in accordance with applicable laws and regulations when an institution has a Qualifying Event. If you were enrolled at the institution during the Qualifying Event, you may be eligible for partial or full refund of prepaid tuition and fees for the term in which the Qualifying Event occurred. The Coordinating Board encourages you to make a claim as soon as possible after you have suffered economic loss because of a Qualifying Event. The Coordinating Board may request supplemental supporting documents after your application is filed. Filing for a student tuition recovery claim **must be postmarked or received** by The Coordinating Board **within 12 months** of the Qualifying Event. The Coordinating Board publishes on its website each Qualifying Event date.

In order to help us expedite your claim, please complete, sign, and submit the Application attached, with your original signature and provide us with copies of currently available supporting documents, as requested in the application, including as appropriate:

- Proof(s) of Enrollment for Time Period Claimed:
 - Enrollment Agreement(s), Transcript(s), Report Card(s), Loan Agreement(s).
- Receipts: All receipts for tuition payments, student loan payments, and/or awards, such as:
 - Cancelled checks
 - Credit or debit card bank statements
 - Cash receipts
- Third-Party Payor Benefits Documents, such as Pell Grant or veterans' financial aid awards
- Loan Discharge Application and Response: If you have already requested a loan discharge, provide:
 - Loan discharge application
 - Loan discharge response/notification letter
- Any Final Orders, Awards or Judgments against the institution awarded to you as offset to tuition and fee expenses.

Application and supporting documents must be sent to the attention of Workforce Education/STFR by one of the following methods. Regardless of the method by which you submit your application and supporting documents, all items must be sent by the 12-month deadline:

- U.S. mail sent to the P.O. Box address listed at the top of this page and be postmarked by the 12-month deadline.
- Email the application and supporting documents to Chapter7@highered.texas.gov. Email applications must be received by the 12-month deadline.

The Coordinating Board makes every effort to pay valid student tuition and fee recovery (STFR) claims in a timely manner once the 12-month claim period has closed.

Should you have any questions, or require additional information or assistance, please contact us via email at Chapter7@highered.texas.gov.

Application for Student Tuition and Fees Recovery (STFR)

(Texas Education Code § 61.303, § 61.3075; Texas Administrative Code § 7.16)

All fields must be completed, unless otherwise indicated.

Section 1: STUDENT INFORMATION

Name:

Address:

City:

State, Zip Code:

Telephone Number:

E-mail Address:

Social Security Number (last 4 digits), Student ID #, or
Taxpayer Identification Number:

Section 2: INSTITUTION INFORMATION (where you were enrolled at the time of the Qualifying Event)

- Provide proof of enrollment (such as enrollment agreement or transcript/report cards)

Institution Name:

Institution Street Address:

Institution City, State:

Qualifying Event:

Is this claim being submitted within 12 months of the Qualifying Event listed above (see The Coordinating Board's website for the Qualifying Event's date)?

Yes

No

If No, STOP. Claim must be made within 12 months of official date of Qualifying Event

Section 3: DATES OF ATTENDANCE AND PROGRAM OF STUDY

- If possible, provide a copy of your transcript or other academic record indicating attendance dates and credits earned at the qualifying institution. You may also contact THECB at studentrecords@highered.texas.gov to obtain a copy of the transcript, if available.

First and last dates of attendance at closed school:

First date:

Last date:

Program of Study:

Graduated?

Yes If YES, date of graduation:

No

Section 4: ECONOMIC LOSS

For the term in which the Qualifying Event occurred, complete the calculation below and provide supporting documents, such as receipts from the school of payments you made, the school ledger card showing payments, or school statements showing payments. If you wrote a check or paid with a credit card, provide copies of the bank statement(s) showing the payment(s), or cancelled checks (front and back).

Document the amounts and provide a description and spreadsheet (if multiple sources) of how the amount for each line was calculated.

| | |
|---|-----------------|
| Tuition and Fee Payments to School | \$ |
| Minus Refunds/Reimbursements/Forgiveness of Tuition & Fees (from any source) | \$ |
| Net Tuition and Fee Loss | \$ _____ |

Section 5: VERIFICATION and SIGNATURE

The Family Educational Rights and Privacy Act of 1974 prohibits release of personally identifiable information without the student’s written consent. By signing this request form, I certify information on this form is my own. I hereby authorize Texas Higher Education Coordinating Board staff to access any information required to process the Student Tuition and Fee Recovery Application using the identifying information provided on this form. By signing below, I also acknowledge that signatures reproduced and/or transmitted by electronic means shall be deemed original signatures for all purposes.

I SWEAR UNDER PENALTY OF PERJURY THAT THE INFORMATION CONTAINED IN THIS DOCUMENT AND ITS ATTACHMENTS IS TRUE AND CORRECT. Fraud or misrepresentation of any evidence that is presented within this application and its supporting documents for fund recovery is a crime punishable by state law.

Signature:

Date of Request: