



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

November 2, 2005

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY06-01
Distributed via Campus Email

MEMO TO: All Employees
FROM: Mary Lee Hodge, Vice President for Business Affairs
RE: Fee Waiver/Refund Form

A waiver/refund of the following fees for full-time employees of PVAMU is available when employees are enrolled for courses at PVAMU in accordance with applicable institutional regulations:

- Student service fee,
- Library access fee,
- Computer access fee,
- Student health fee,
- Student center complex fee, and
- The athletic fee.

To receive this waiver/refund, the qualified (full-time) employee will be required to pay the above fees when registering at the beginning of each semester in accordance with applicable regulations and procedures, including installment payments. The employee may apply for a full refund of the fees above at the end of the semester if the employee completes the course (or courses) satisfactorily ("C" or better). Fee refunds will not be granted for incomplete courses, courses for which a grade of "C" or better is not earned, and for courses from which the employee withdrew after the published date for receiving a full (or partial) refund. Refunds will be issued only after the employee's qualification for the waiver has been verified, including verification of full-time employee status at the time the course(s) were taken, and being enrolled in courses identified in an approved degree plan.

Waiver/refund of fees will not be approved for a part-time employee or for any course not included in an approved degree plan. For purposes of this waiver/refund, individuals must be employed on a full-time (100%) basis throughout the entire semester for which the waiver/refund is requested. To receive the refund, the employee must apply within 30 days following the end of a fall or spring semester and within 15 days following the end of a summer semester. A copy of the waiver form is attached. The document will also be placed in the Forms Library under the Office of Business Affairs web page.

If you have any questions about this matter, please feel free to contact Ms. Equilla Jackson at X2017, Ms. Deborah Dungey at X4725, or me at X2952.

xc: President Wright