

# PROCEDURAL CHARGES

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## Application Charge - Housing (HAF1)

A fee of \$100 is assessed all students applying for University housing to defray administrative processing costs.

## Application Charge - Undergraduate Students (AF03)

UTSA assesses a \$70 nonrefundable application fee that is required of all applicants.

## Application Charge - Graduate Students (AF02 / AF04)

A nonrefundable charge for applying for admission or readmission to graduate programs at UTSA to defray the direct and indirect costs associated with processing graduate applications is assessed as follows: Domestic applicants, \$50; International applicants, \$90.

## Auditing Charge (AU01)

All auditors of courses must submit an Audit Course Form (<https://onestop.utsa.edu/forms/registrar/>), with appropriate approvals, to the One Stop Enrollment Center. Students registered at UTSA may, with the approval of the instructor and Department Chair of the department in which the course is offered, audit courses by paying an auditing charge of \$25 per course. The audit charge is nonrefundable.

A nonstudent auditor must pay an auditing charge of \$50 per course. The charge is nonrefundable. Nonstudents over 65 are permitted to audit without paying a charge, provided space is available and an Audit Course Form is approved. Nonstudent auditors who wish to have library privileges may receive them by completing a Friends of the UTSA Library application at the circulation desk in the UTSA Library (<http://lib.utsa.edu/>), John Peace Library Building, second floor, and by paying a nonrefundable charge. There are limits on the services offered to Friends of the UTSA Library cardholders; further details are available from the circulation desk. Permission to audit may be obtained and charges paid beginning the first day of class through the Census Date.

Students who park on campus must register their vehicles and purchase a parking permit. Nonstudent auditors who want UTSA parking privileges must register their vehicles and purchase a parking permit. To purchase a parking permit the nonstudent auditor should go to the Campus Services Parking Division office (<https://www.utsa.edu/campuservices/parking/>) with their validated Audit Course Form.

## Credit Card Expense Charge (CCDC)

A charge of 2.5% of balances paid is assessed all students electing to use a credit card for payment. This charge is assessed to defray the expense incurred by the institution in processing and handling this type of payment transaction.

## Duplicate Diploma Charge (DPR1)

A \$15 charge will be assessed for each request for a duplicate diploma.