

2.02 ADMINISTRATIVE TRACKING OF STUDENTS FOR REIMBURSEMENT

College Responsibilities

The college/university will bill the TDCJ once each semester or enrollment period for tuition and fees owed. The amount billed for each student will not be more than the cost of one academic course (or block of vocational courses) and/or other fees provided for in the contract. Expenses for enrolling in more than one course each semester will be paid by the offender directly to the college/university following the I-25 payment procedures outlined in Section 2.03 of these guidelines, or may arrange for payment to go directly to the college, have Hazelwood, or any other grants or scholarship applied at registration. Billings will be prepared by the college/university and the Regional Continuing Education Coordinator will verify the charges and approve for payment.

Academic and vocational students will be billed separately. In order for tracking of students to occur appropriately, the billings shall contain at least the following information:

1. Offender name,
2. Offender TDCJ number,
3. Unit of assignment,
4. Date of Birth,
5. Social Security Number,
6. Method of payment:
 - Hazelwood
 - I-25
 - Direct Payment
 - TPEG
 - Scholarship
 - Youthful Offender
 - State Reimbursement
 - Other
 - Refund
 - Concurrent enrollment
 - Administrative Adjustment
7. Class number for each class enrolled, and
8. Semester start date.

The college/university will provide the billing information following the file structure format and specifications determined by the WSD Computer Services Department.

TDCJ/WSD Responsibilities

The TDCJ/WSD maintains account records for each offender who enrolls in college-level State Reimbursable Cost programs. The recording of such financial information became effective September 1, 1995, or the first enrollment period after this date.

1. The TDCJ/WSD maintains the offender account records on the Post Secondary Education Reimbursement (PSER) system, which is accessible on the TDCJ/WSD mainframe computer to the Parole Division personnel and the unit education department personnel. Account data is taken from the college/university billings and THEA enrollment documents.
2. Each offender's PSER account includes costs of tuition and fees by college and semester, or enrollment period. Any test fees, such as THEA, also appears. Each offender's account has a total amount owed.
3. It shall be the responsibility of the Parole Division to collect the reimbursement amount due from offenders who are paroled and released on mandatory supervision. Payments for State Reimbursable Cost items may be made by the ex-offender in a lump sum or in monthly payments. Monthly payments shall be determined by the Parole Division based on the ex-offender's ability to pay.
4. As reimbursement payments are made, the offender's account balance will be adjusted accordingly by the Parole Division or other collecting party.
5. Units have the ability to print an offender's account by logging onto the mainframe and typing "PSR1" then an eight-digit TDCJ number. Six-digit TDCJ numbers must be preceded with two zeros. Seven-digit numbers must be preceded with one zero. In most instances offender account payment verification is not correct and finalized until after the semester's completion.

Regional Continuing Education Coordinator Responsibilities

The billing data is checked for accuracy and each record is verified after any necessary adjustments are made. (The directions outlined in the WSD College Billing Verification Application provided by the WSD Computer Services Department are followed to verify the billing data.)