

### **2.03 OFFENDER PAYMENT FROM PERSONAL FUNDS**

Rather than reimbursing the state after release, the offender may opt to pay for all coursework at registration by completing the TDCJ Inmate Withdrawal Form (I-25), Example 1.13-1 or making a direct payment to the college/university.

In the event the offender elects to enroll in more than one academic course each semester, he/she may do so by completing the TDCJ I-25 form or by making a direct payment to the college/university for the amount which is in excess of the cost of the initial course.

Additional TDCJ I-25's or direct payments will be completed by offenders who wish to participate in a course for which the state will not pay, such as a third vocational program or an additional degree at the same level.

Offenders with a verified Serve All, ICE/INS or felony detainer will be required to pay for all coursework at registration. Also, Offenders incarcerated under the Interstate Corrections Compact agreement will be required to pay for all coursework at registration.

#### **Processing of Withdrawal Forms**

THEA and Quick-THEA I-25 payments and accompanying paperwork will be sent to the Administrative Office of the Division of Continuing Education in Huntsville. Tuition and fee I-25 payments will be sent to the appropriate Regional Continuing Education Coordinator.

The following procedures should be followed in processing TDCJ I-25 payments.

1. The TDCJ I-25 should be made payable to the college or university in the appropriate amount owed for the academic or vocational program in which the offender is enrolling. THEA or Quick-THEA payments are made payable to the Windham School District.
2. The trust fund account of each offender submitting the TDCJ I-25 must be checked by the unit education department to ascertain whether the offender has sufficient funds to cover the payment. When checking the "TF Ending Balance," deduct any amounts shown in "TF Hold Amount" and the "TF Postage Owed Amount" to arrive at the usable funds balance. Once the accounts have been checked for sufficient "TF Ending Balance," those with insufficient funds are to be denied enrollment for all courses paid from their inmate trust fund account.

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3. Offenders with sufficient funds should be listed on an E-Mail message requesting that the Inmate Trust Fund Department place a hold for college tuition (or the THEA test) on the offender's account. The E-Mail should be sent to the Inmate Trust Fund via Telex with a copy to the appropriate Regional Continuing Education Coordinator for tuition and fee payments and to the Division of Continuing Education Administrative Office for THEA tests. The message should list the offenders in alphabetical order, last name, first name, offender number, amount to be withheld, and payee. This process should be completed immediately after college registration as scheduled on each unit. Any late registrations should be processed accordingly as soon as possible after registration and on an individual basis if necessary.

For tuition and fee payments an e-mail must be sent from the Unit Education Department to the servicing college/university and the Regional Continuing Education Coordinator 15 days prior to semester start date confirming that appropriate funds have been secured for enrollment. The e-mail should list the offenders in alphabetical order, last name, first name, offender number and amount secured.

4. The completed TDCJ I-25's , a photocopy of the E-Mail requesting the hold(s), and a completed Offender Withdrawal Header form with offenders listed in alphabetical order must accompany the appropriate enrollment roster (See Example 1.13-4 for the Academic Registration Roster and Example 3.13-2 for the Vocational EA roster) when submitted to the Regional Continuing Education Coordinator or to the Division of Continuing Education Administrative Office for THEA testing.
5. The Regional Continuing Education Coordinator will forward the TDCJ I-25's and completed Offender Withdrawal Header form to the WSD Business Office immediately after the certification date each semester or enrollment period for further processing. An Inter-Office Communication (IOC) must accompany each group of the TDCJ I-25's sent to the Business Office following the below guidelines.
  - a. A separate IOC must be submitted for each college,
  - b. The semester or enrollment period must be identified for each group of TDCJ I-25's being submitted.
6. In the event an offender is due a refund for tuition and fees paid from his/her account, the Unit Education Department must send an IOC or e-mail to the Regional Continuing Education Coordinator requesting such action. In order to be eligible for the refund, the offender must qualify for state reimbursable costs as outlined in Section 1.06.3. If the offender does qualify he/she will

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only be reimbursed for the first course taken. The Regional Continuing Education Coordinator will then follow up by corresponding with the WSD Business Office and Division of Continuing Education Administrative Office.

#### **Payment for Dual Enrollment**

An offender who is participating in the senior college program will enroll for courses based on his/her degree plan requirements. If the degree plan requires additional courses at the junior college level, an offender may enroll for the lower level courses, and tuition and fees will be paid in accordance to the offenders transfer request as stated on College Program Transfer Request for Four-Year Degree form. If the offender is eligible for State Reimbursement and is dual enrolled, the cost of the senior level course will be considered a State Reimbursable Cost and the lower level course must be paid by the offender at registration.