**Licensing Policy and Procedures**

**Handbook Revision \_\_**

This revision of the Licensing Policy and Procedures Handbook was published on \_\_\_\_. Summaries of new or revised items are provided below.

For Licensing revisions only: Immediately following signoff, Licensing staff will prepare a highlighted document showing significant changes that we will post with the revision memo.

Revisions Related to Processing Fee Refunds (PATS 10538)

This revision replaces a reference to Form 4116 State of Texas Purchase Voucher with a reference to the HHSC Refund Request Form.

Display of Revisions with Changes Highlighted (Word Document)

See:

5250 Fee Refund Guidelines

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

### 5250 Fee Refund Guidelines

LPPH ~~February 2013~~ DRAFT 10538-CCL

Policy

No refund is made if a permit is revoked or relinquished.

Fees that have been paid may be refunded only under certain conditions. Those conditions are outlined in the following refund chart:

Texas Human Resources Code [§42.054](http://www.statutes.legis.state.tx.us/Docs/HR/htm/HR.42.htm#42.054)

Note for publication: “Refund Chart” (below) is formatted as a subheading. We should convert it to a caption during publishing.

Refund Chart

|  |  |
| --- | --- |
| Type of Fee | Conditions for Refund |
| Application fee when issuance was late | Fee is refunded after appeal |
| Initial application fee | Nonrefundable fee |
| Initial license fee | Refunded if the application is withdrawn or the license is not issued |
| First license fee | Refunded if the initial license expires with no license being issued |
| Registration fee: initial (application) and annual | Nonrefundable |
| Listing Fee: initial (application) and annual | Nonrefundable |
| Background check fee | Nonrefundable |
| Amendment to license fee | Refunded if the amendment is not issued |
| All fees | Refunded if the fee is overpaid |
| All annual fees | Nonrefundable |

DFPS Rules, 40 TAC [§745.519](http://texreg.sos.state.tx.us/public/readtac%24ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=40&pt=19&ch=745&rl=519)

Procedure

Within 30 calendar days of determining the refund is due, Licensing staff completes the [HHSC Refund Request Form](http://intranet/CCL/Policy_and_Procedures_Plus/documents/ARTS_Refund_Request.xlsx) to process a refund, as outlined in the CCL Job Aid: [How to Complete the ARTS Refund Request](http://intranet/CCL/Policy_and_Procedures_Plus/documents/How_to_Complete_HHSC_ARTS_Refund_Request.pdf).