

# PAYMENT INFORMATION

## Payment Deadlines

Semester	Priority Registration Begins for Declared Majors	Regular Registration Begins for all students	Payment Deadline for Regular Registration	Late Registration*	Payment Deadline* Late Registration
Fall 2007	June 4, 2007	June 11, 2007	Aug. 18, 2007 (2pm)	Aug. 19-24, 2007	Sep. 12, 2007 (6pm)
Spring 2008	Nov. 5, 2007	Nov. 12, 2007	Jan. 12, 2008 (2pm)	Jan. 13-18, 2008	Feb. 6, 2008 (6pm)

\*Payment or payment arrangements for late registration and schedule changes must be made through e-services or the Cashier's Office, S310, by the date listed. Payment not received by these dates will result in cancellation of classes.

## How Much Do You Owe?

After registering, visit UHD's e-services at [www.uhd.edu/eservices](http://www.uhd.edu/eservices) and access **My Payment Info** for an online fee statement.

## Payment Options

UHD gives you two payment options: you may pay in full or you may pay on the installment plan.

- **Full payment**--You may make your payment in full by check, credit card (VISA, Discover, and/or MasterCard) or cash.
- **Installments**--You may choose to make your payments in three installments. **Installments are available for the Fall and Spring semesters only.** Make your installment payments online via UHD's e-services [www.uhd.edu/eservices](http://www.uhd.edu/eservices) or in person at the Cashier's Office. If you have questions, please call the Cashier's Office, 713/221-8196. Installment due dates are found in the Academic Calendar at the front of this bulletin.

## Payment Methods

### Web

You may access UHD's e-services [www.uhd.edu/eservices](http://www.uhd.edu/eservices) to make full or installment payments using your VISA, MasterCard or Discover credit card.

### Mail/Fax

Send or fax the completed Method of Payment Form, page 28, with check, money order or, when faxing, signature authorizing VISA, Discover or MasterCard charge. The Texas driver's license of the person signing the check and Student ID number must be on the face of the money order/check in order to process for payment. Be sure to enclose the proper amount. Classes will NOT be saved with less than the minimum required amount. Payment must be **received** by the payment deadline for each semester. (UHD does not receive mail on Saturdays.)

**NOTE: If any check previously posted to your account, regardless of issuer, was returned due to insufficient funds or payment was stopped you may not be able to pay by check at this time. If you are unsure of your ability to pay by check, please pay by another method or contact the cashier's office to verify your status. Classes will NOT be saved if your check cannot be accepted.**

**If your check is returned due to insufficient funds, your classes will be dropped if the check is not paid within 10 days.**

### In Person or Drop Box

You can pay in person at the Cashier's office during their business hours, Monday--Thursday 8am to 6pm, Friday 8am to 5pm or use the drop box outside the Cashier's Office 24 hours a day. If using the drop box, please enclose the Method of Payment Form found on page 28 in a sealed envelope along with your payment or credit card information and place in the drop box by the payment deadline.

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## Financial Aid

Once your file is complete, most financial aid awards will be credited to your account automatically when you are registered for the same number of hours for which you are awarded. See page 6 for more information.

It is your responsibility to monitor your account to verify that your financial aid has been posted by the payment deadline. You can check your account online through the **My Payment** option on e-services. If the financial aid is not listed under Payments, it has not been posted to your account. If your financial aid is not posted by the payment deadline, you **MUST** make other arrangements or your classes will be dropped.

If your financial aid does not pay your full balance, you **MUST** either pay the remaining balance by the payment deadline or contact the Cashier's office to set up a payment arrangement.

## Credit Card Payment

Credit Card payments should be made online using e-services. Refunds for online credit card payments will automatically be processed back to the card used.

## Delinquent Accounts

If you fail to pay any amount due to the University of Houston-Downtown, your account may be turned over to an agency for collection. If an account is referred for collection, you are responsible for paying all costs incurred by the UH-D for collection of the debt.

An outstanding debt at ANY university within the University of Houston System (UH, UH-Clear Lake, UH-Downtown or UH-Victoria) will block you from enrolling at or receiving a transcript or diploma from all University of Houston System schools.

## Excess Course Attempts

In accordance with state law, you will be charged a fee of \$65 per semester credit hour for the following:

- Any course that is repeated for the third time beginning with the Fall 2002 semester. If a course has been previously attempted twice (or more) at UH-D, the third (or subsequent) enrollment will result in the additional charge. An attempt is defined as an enrollment that results in any letter grade (including F and W). If the course is dropped, the refund in effect at the time of the withdrawal will be applied to the additional charge as well.
- Enrollment in a developmental course after 18 hours of developmental work has already been attempted at UH-D. Once 18 attempted hours of course work has been accumulated, registration in a developmental course will result in the additional charge. An attempt is defined as an enrollment that results in a letter grade (including S, U, IP and W). A developmental course is defined as MATH 0300, MATH 1300, ENG 1300, ENG 130A and RDG 1300. If the course(s) is dropped, the refund in effect at the time of the withdrawal will be applied to the additional charge as well.