

# University of Houston Clear Lake

## Student Business Services

### Credit Card Processing Fee Policy

Frequently asked questions (FAQ) regarding the credit card processing fee policy:

[Click here.](#)

Payments for student accounts related to tuition and fees (including short term or emergency loans) made by credit or debit card (used as a credit card) will be assessed a processing fee of 1.45% effective September 2, 2015. The purpose of the fee is to cover processing charges assessed by the credit card companies. The processing fee is applicable only to those who prefer to use a credit/debit card (used as a credit card) for tuition or fee payments. There are other payment options available at no-cost(\*). The processing fee will be charged at the time of payment, either in person at Student Business Services or on-line. This fee does not impact other methods of payment or departmental credit/debit card payments. Credit/debit cards will continue to be accepted by departments online and in person (as applicable).

#### What to expect:

A 1.45% processing fee will be assessed for tuition and fee payments made online and/or in person at Student Business Services by MasterCard, Discover, Visa or American Express.

- This charge will appear as a separate transaction on the cardholder's credit card statement.
- The fee is non-refundable.
- Credit/debit card payments **shall be made online or in person.**
- Credit/debit card payments will not be accepted by phone.

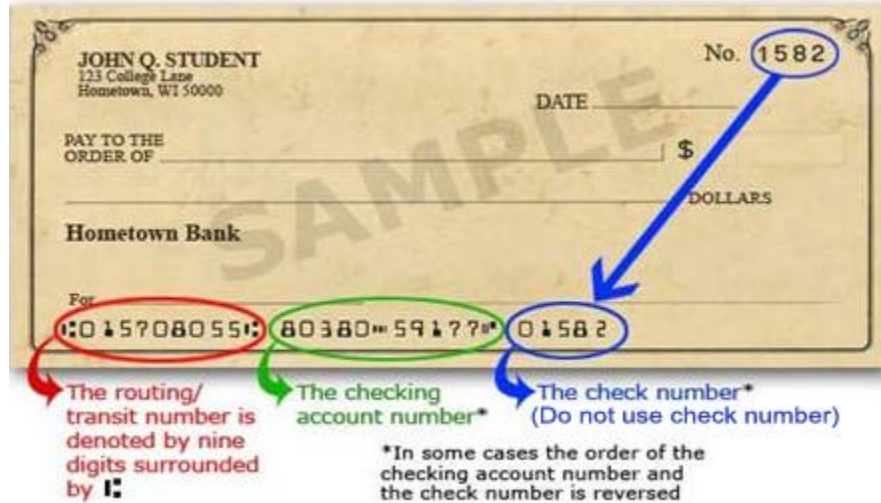
It is UHCL's goal to keep costs down while continuing to provide outstanding academic programs and services. This change in payment policy will permit UHCL to subsidize costs and avoid potential increases to all of our students, while continuing to provide other no-cost options for student tuition and fee payments.

(\* ) To avoid the credit card processing fee, other options are offered for tuition and fee payments with no additional cost to payer.

I. Online via Web/Electronic Check/ACH

A. Make a payment online free of charge by entering the bank account routing and account numbers from your **personal check**. (**Do not use debit/check card information.**)

- o Where to find routing and account information on your check:



- o If you are uncertain, please contact your banking institution.
- o Do not include the check number.
- o The entry of incomplete or inaccurate information may lead to a \$20 fee for items returned for:
  - Account Not Found
  - Unable to Locate
  - Insufficient Funds

B. Or you may use your **Higher One Account** by using the "Online Bill Pay" feature and avoid the processing fee!

To learn how: [click here](#).

II. **Mail checks, cashier checks or money orders to:**

UHCL Student Business Services; 2700 Bay Area Blvd, Mail Code 106; Houston, TX 77058

- Payments must be received by UHCL 24 business hours in advance of the payment deadline date to allow adequate processing time prior to the deadline.
- The student's name and UHCL student ID number must accompany all mailed payments to ensure timely processing.

III. **Payment by check, money order, or cash, may be made in person at Student Business Services at either campus. Hours are subject to change. Please visit the Student Business Services website ([www.uhcl.edu/sbs](http://www.uhcl.edu/sbs)) for current information.**

- UH-Clear Lake Mon-Thurs: 10am - 6pm, Friday: 8am – 5pm
- UHCL-Pearland Mon-Thurs: 9am - 6pm, Friday: 8am – Noon

IV. **After-hour payments can be placed in the secure depository slot adjacent to the Student Business Services windows at the Clear Lake and Pearland campuses.**

- The student's name and UHCL student ID must accompany payments to ensure timely processing.
- Payments placed in the depository after hours on a payment deadline date will not be processed until the next business day. In this instance, late payment fees and/or the deletion of course schedules will apply.

A \$20 Return Fee will be assessed for any returned check, including web/electronic/ACH items.