## Applying for Payment Plan – Student Center

<table>
<thead>
<tr>
<th>Steps</th>
<th>Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Access the UHCL E-Services page at <a href="http://www.uhcl.edu/eservices">www.uhcl.edu/eservices</a>. Enter your UHCL network ID and password OR your 7-digit PeopleSoft ID and password.</td>
</tr>
<tr>
<td>2.0</td>
<td>From the <strong>Student Home</strong> page, click on the <strong>Student Center</strong> tile.</td>
</tr>
</tbody>
</table>

![Image of Student Center tile on Oracle interface](image-url)
From the Student Center page, click on Payment Plans link under Finances section.
UHCL offers two types of payment plans for self-service: Short Term Loan and Installment Plan.

**Note:** Summer Term only offers the Short Term Loan.

From the **Payment Plans** page, press the **Select This Plan** button corresponding to your choice of payment plan.
5.0 Short Term Loan

5.1 Once the payment plan is selected, the payment details (ie. amounts and due dates) are displayed. Press the Continue button to proceed.

Joe Richard Test

Balance Summary Charges Due Payments Pending Financial Aid Make A Payment Payment Plans 1098T

Payment Plans

Spring 2017 Short Term Loan

ALL PAYMENTS MUST BE RECEIVED BY THE DUE DATE INDICATED BELOW TO INSURE CONTINUOUS ENROLLMENT. A STUDENT WHO FAILS TO MAKE FULL PAYMENT OF TUITION AND FEES, INCLUDING ANY INCIDENTAL FEES, BY THE DUE DATE MAY BE PROHIBITED FROM REGISTERING FOR CLASSES UNTIL FULL PAYMENT IS MADE. A STUDENT WHO FAILS TO MAKE A PAYMENT PRIOR TO THE END OF THE SEMESTER MAY BE DENIED CREDIT FOR THE WORK DONE THAT SEMESTER.

The plan below is an estimate of the payment plan that you are choosing. This total does NOT reflect any waiver, financial aid and previously made payment. The actual amount will be determined when the plan is posted to your account. Please check your student account for actual account balance. This plan does not cover any prior unpaid balances, which must be paid in addition to your first installment.

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Item Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/13/2017</td>
<td>15.00</td>
<td>Installment Plan Fee</td>
</tr>
<tr>
<td>03/13/2017</td>
<td>385.25</td>
<td>25%</td>
</tr>
<tr>
<td>03/29/2017</td>
<td>2558.75</td>
<td>73%</td>
</tr>
</tbody>
</table>

Continue Cancel
5.2 After pressing the **Continue** button, the payment plan contract is displayed for review.

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### Payment Plans

#### Spring 2017 Short Term Loan

**Payment Plan Contract**
- University of Houston Clear Lake
- Short Term Loan Application
- Registration for Spring 2017

* A student who fails to make full payment of tuition and fees, including any incidental fees, by the due date may be prohibited from registering for classes until full payment is made. A student who fails to make payment prior to the end of the semester may be denied credit for the work done that semester.

This loan is for payment of the Spring 2017 semester.

I promise to pay the University of Houston-Clear Lake the full sum. This note bears five per cent (5%) interest per annum. Non-payment will result in holds on registration, transcripts, grades and other university processing. Additional collection and attorneys fees may be added to past due loans.

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☐ **I accept the above Terms and Conditions**

[Submit] [Cancel]

---

5.3 Check the box to accept the **Terms and Conditions**, then press the **Submit** button. The **Submit** button will only be enabled until the Terms and Conditions acceptance box is checked.

☑ **I accept the above Terms and Conditions**

[Submit] [Cancel]
5.4 A message indicating a successful enrolment is displayed.

5.5 Go to Charges Due tab to verify the payment plan applied.
6.0 **Installment Loan**

6.1 Once the payment plan is selected, the payment details (ie. amounts and due dates) are displayed. Press the Continue button to proceed.

---

**Payment Plans**

**Spring 2017 Installment Plan**

ALL PAYMENTS MUST BE RECEIVED BY THE DUE DATE INDICATED BELOW TO INSURE CONTINUOUS ENROLLMENT. A STUDENT WHO FAILS TO MAKE FULL PAYMENT OF TUITION AND FEES, INCLUDING ANY INCIDENTAL FEES, BY THE DUE DATE MAY BE PROHIBITED FROM REGISTERING FOR CLASSES UNTIL FULL PAYMENT IS MADE. A STUDENT WHO FAILS TO MAKE A PAYMENT PRIOR TO THE END OF THE SEMESTER MAY BE DENIED CREDIT FOR THE WORK DONE THAT SEMESTER.

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<th>Due Date</th>
<th>Item Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/13/2017</td>
<td>15.00</td>
<td>Installment Plan Fee</td>
</tr>
<tr>
<td>01/13/2017</td>
<td>986.25</td>
<td>25%</td>
</tr>
<tr>
<td>02/15/2017</td>
<td>986.25</td>
<td>25%</td>
</tr>
<tr>
<td>03/13/2017</td>
<td>986.25</td>
<td>25%</td>
</tr>
<tr>
<td>04/06/2017</td>
<td>986.25</td>
<td>25%</td>
</tr>
</tbody>
</table>

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Press the Continue button to proceed.
6.2 After pressing the **Continue** button, the payment plan contract is displayed for review.

**Payment Plans**

**Spring 2017 Installment Plan**

**Payment Plan Contract**

University of Houston Clear Lake  
Installment Plan Application  
Registration for Spring 2017

A STUDENT WHO FAILS TO MAKE FULL PAYMENT OF TUITION AND FEES, INCLUDING ANY INCIDENTAL FEES, BY THE DUE DATE MAY BE PROHIBITED FROM REGISTERING FOR CLASSES UNTIL FULL PAYMENT IS MADE. A STUDENT WHO FAILS TO MAKE PAYMENT PRIOR TO THE END OF THE SEMESTER MAY BE DENIED CREDIT FOR THE WORK DONE THAT SEMESTER.

This installment plan is for payment of the Spring 2017 semester. I promise to pay the University of Houston-Clear Lake the full sum. There is a $10.00 late fee assessed to the second, third, and fourth installments if paid after the due date. A $50.00 default fee is assessed if payment is made after the closing of the spring semester. Nonpayment will result in holds on registration, transcripts, grades and other university processing. Additional collection and attorneys fees may be added to past due installments.

- I accept the above Terms and Conditions

[Submit] [Cancel]

6.3 Check the box to accept the **Terms and Conditions**, then press the **Submit** button. The **Submit** button will only be enabled until the Terms and Conditions acceptance box is checked.

- I accept the above Terms and Conditions

[Submit] [Cancel]
6.4 A message indicating a successful enrolment is displayed.

Joe Richard Test

Payment Plans

Spring 2017 Installment Plan
You have successfully enrolled in this payment plan.

Payment Plan Contract
University of Houston Clear Lake
Installment Plan Application
Registration for Spring 2017

A STUDENT WHO FAILS TO MAKE FULL PAYMENT OF TUITION AND FEES, INCLUDING ANY INCIDENTAL FEES, BY THE DUE DATE MAY BE PROHIBITED FROM REGISTERING FOR CLASSES UNTIL FULL PAYMENT IS MADE. A STUDENT WHO FAILS TO MAKE PAYMENT PRIOR TO THE END OF THE SEMESTER MAY BE DENIED CREDIT FOR THE WORK DONE THAT SEMESTER.

This installment plan is for payment of the Spring 2017 semester. I promise to pay the University of Houston-Clear Lake the full sum. There is a $10.00 late fee assessed to the second, third, and fourth installments if paid after the due date. A $50.00 default fee is assessed if payment is made after the closing of the spring semester. Nonpayment will result in holds on registration, transcripts, grades and other university processing. Additional collection and attorneys fees may be added to past due installments.

Joe Richard Test
E-signed on 12/07/2016 6:28:28AM

6.5 Go to Charges Due tab to verify the payment plan applied.

Charges Due Summary

<table>
<thead>
<tr>
<th>Charges by Due Date</th>
<th>Messages</th>
<th>Amount Due</th>
<th>View details</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/13/2017</td>
<td>Installment 1 of Calculated Installment Plan included in amount due</td>
<td>$1,001.25</td>
<td>View details</td>
</tr>
<tr>
<td>02/15/2017</td>
<td>Installment 2 of Calculated Installment Plan included in amount due</td>
<td>$985.25</td>
<td>View details</td>
</tr>
<tr>
<td>03/13/2017</td>
<td>Installment 3 of Calculated Installment Plan included in amount due</td>
<td>$986.25</td>
<td>View details</td>
</tr>
<tr>
<td>04/06/2017</td>
<td>Installment 4 of Calculated Installment Plan included in amount due</td>
<td>$986.25</td>
<td>View details</td>
</tr>
<tr>
<td><strong>Total Due</strong></td>
<td></td>
<td><strong>$3,960.00</strong></td>
<td></td>
</tr>
</tbody>
</table>