# Applying for Payment Plan – Student Financials

<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 Financials</strong> tile.</td>
</tr>
</tbody>
</table>
Once in Student Financials, the **Make a Payment** page will be loaded by default. To go to **Payment Plans** page, either click on **Payment Plans** link on the left side menu or click on **Payment Plans** tab.

### Make a Payment

If you wish to use multiple credit cards or bank accounts to pay off your balance, you will need to submit multiple transactions.

<table>
<thead>
<tr>
<th>Description</th>
<th>Outstanding Charges</th>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Payment</td>
<td>3,456.00</td>
<td></td>
</tr>
</tbody>
</table>

**How to Pay**

*Pay By*

![Payment Plan options]

**Terms and Conditions**

ANY FALSE INFORMATION ENTERED HEREO CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULL EXTENT OF THE LAW.

ELECTRONIC CHECK POLICY

I hereby authorize the University to initiate debit entries to my Depository, according to the terms below, and for my Depository to debit the same to such account. In the event that this electronic payment is returned for Non-Sufficient Funds or for any reason, I understand that a return fee of $30.00 will be applied to my account. In addition, I understand that if this electronic payment is returned for any reason, after a fee payment deadline my account will be subject to appropriate late payment charges as the account will be considered unpaid.

REFUND POLICY

Cancellation Refund

If you cancel your registration by withdrawing from all your classes before the first official day of classes for any term, you are entitled to a full refund of tuition and refundable fees minus a $25.00.

I accept the above Terms and Conditions

![Submit button]
4.0 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.

Payment Plans

View Existing Payment Plan

<table>
<thead>
<tr>
<th>Current Year's Payment Plans</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term</td>
</tr>
</tbody>
</table>

Select New Payment Plan

Please select the payment plan that you would like to add to your account. Only one payment plan may be selected for each term.

Payment Plan Options

**Spring 2017 Short Term Loan**

25% of total fees plus $15.00 loan fee due on 01/13/17 for early and open registration.
25% of total fees plus $15.00 loan fee due on 01/25/17 for late registration. Remaining 75% is due 03/29/17.

Select This Plan

**Spring 2017 Installment Plan**

25% of total fees plus $15.00 installment fee due on 01/13/17 for early and open registration or 25% of total fees plus $15.00 installment fee due on 01/25/17 for late registration. Remaining balance due equally 02/15/17, 03/13/17 and 04/06/17.

Select This Plan
5.0 Short Term Loan

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

---

**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>01/13/2017</td>
<td>986.25</td>
<td>25%</td>
</tr>
<tr>
<td>03/29/2017</td>
<td>2558.75</td>
<td>75%</td>
</tr>
</tbody>
</table>

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**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.

---

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.

Joe Richard Test

Balance  Summary  Charges Due  Payments  Pending Financial Aid  Make A Payment  Payment Plans  1099I

Payment Plans

Spring 2017 Short Term Loan
You have successfully enrolled in this payment plan.

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 percent (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.

Joe Richard Test
Signed on 12/07/2016 6:28:28AM

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

Joe Richard Test

Balance  Summary  Charges Due  Payments  Pending Financial Aid  Make A Payment  Payment Plans  1099I

Charges Due Summary

Emp ID 0003606
Date Created 12/07/2016

<table>
<thead>
<tr>
<th>Payment 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 EMR Calculated Loan Plan included in amount due</td>
<td>$1,000.25</td>
<td>[view details]</td>
</tr>
<tr>
<td>03/29/2017</td>
<td>Installment 2 of EMR Calculated Loan Plan included in amount due</td>
<td>$2,956.75</td>
<td>[view details]</td>
</tr>
<tr>
<td></td>
<td>Total Due</td>
<td>$3,960.00</td>
<td></td>
</tr>
</tbody>
</table>
6.0 **Installment Loan**

6.1 Once the payment plan is selected, the payment details (i.e. 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.

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.

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</thead>
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<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>

---

[Continue]  [Cancel]
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, transcript, grades and other university processing. Additional collection and attorney 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

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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.

Joe Richard Test

Charges Due Summary

| EmplID | 0003569 |
| Date Created | 12/07/2016 |

<table>
<thead>
<tr>
<th>Charges by Due Date</th>
<th>Amount Due</th>
<th>View details</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/12/2017</td>
<td>$1,001.25</td>
<td>View details</td>
</tr>
<tr>
<td>02/15/2017</td>
<td>$986.25</td>
<td>View details</td>
</tr>
<tr>
<td>03/13/2017</td>
<td>$986.25</td>
<td>View details</td>
</tr>
<tr>
<td>04/06/2017</td>
<td>$986.25</td>
<td>View details</td>
</tr>
<tr>
<td>Total Due</td>
<td>$3,960.00</td>
<td></td>
</tr>
</tbody>
</table>