


Applying for Payment Plan – Student Financials

Steps	Descriptions
1.0	Access the UHCL E-Services page at www.uhcl.edu/eservices . Enter your UHCL network ID and password OR your 7-digit PeopleSoft ID and password.
2.0	From the Student Home page, click on the Student Financials tile. 

3.0

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.

Student Home Student Financials Collection

Make a Payment

Charges Due

Self Service 1098T

Account Balance

Payment Plans

Pending Financial Aid

Account Summary

Payment History

Alumni

Fix Rate Tuition Select / View

Joe Richard Test go to ...

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

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.

What I Owe		
Description	Outstanding Charges	Payment Amount
Online Payment	3,945.00	<input type="text"/>

How to Pay

*Pay By

Terms and Conditions

ANY FALSE INFORMATION ENTERED HEREON 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 any reasons, I understand that a return fee of \$20.00 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 \$15.00

I accept the above Terms and Conditions

Submit

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.

Joe Richard Test

go to ...

- Balance
- Summary
- Charges Due
- Payments
- Pending Financial Aid
- Make A Payment
- Payment Plans**
- 1098t

Payment Plans

View Existing Payment Plan

Current Year's Payment Plans	
Term	Payment Plan

[View ALL my existing payment plans](#)

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; or 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 (ie. amounts and due dates) are displayed. Press the **Continue** button to proceed.

Joe Richard Test

go to ... >>

- Balance
- Summary
- Charges Due
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- 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.

Charges to be Included on Payment Plan		
Due Date	Item Amount	Description
01/13/2017	15.00	Installation Plan Fee
01/13/2017	986.25	25%
03/29/2017	2958.75	75%

5.2	<p>After pressing the Continue button, the payment plan contract is displayed for review.</p> <p>Joe Richard Test <input type="text" value="go to ..."/> <input type="button" value="»"/></p> <p><input type="button" value="Balance"/> <input type="button" value="Summary"/> <input type="button" value="Charges Due"/> <input type="button" value="Payments"/> <input type="button" value="Pending Financial Aid"/> <input type="button" value="Make A Payment"/> <input type="button" value="Payment Plans"/> <input type="button" value="1098t"/></p> <p>Payment Plans</p> <hr/> <p>Spring 2017 Short Term Loan</p> <p>Payment Plan Contract University of Houston Clear Lake Short Term Loan Application Registration for Spring 2017</p> <p>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.</p> <p>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.</p> <p><input type="checkbox"/> I accept the above Terms and Conditions</p> <p><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p>
5.3	<p>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.</p> <p><input checked="" type="checkbox"/> I accept the above Terms and Conditions</p> <p><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p>

5.4 A message indicating a successful enrolment is displayed.

Joe Richard Test

go to ...

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

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.

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Make a Payment

Joe Richard Test

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

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

Joe Richard Test

go to ...

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

Charges Due Summary

Empl ID 0003569

Date Created 12/07/2016

Charges by Due Date			
Payment Due Date	Messages	Amount Due	View details
01/13/2017	Installment 1 of EMR Calculated Loan Plan included in amount due	\$1,001.25	View details
03/29/2017	Installment 2 of EMR Calculated Loan Plan included in amount due	\$2,958.75	View details
	Total Due	\$3,960.00	

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.

Joe Richard Test

go to ...

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-

Payment Plans

Spring 2017 Installment Plan

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Charges to be Included on Payment Plan		
Due Date	Item Amount	Description
01/13/2017	15.00	Installment Plan Fee
01/13/2017	986.25	25%
02/15/2017	986.25	25%
03/13/2017	986.25	25%
04/06/2017	986.25	25%

6.2	<p>After pressing the Continue button, the payment plan contract is displayed for review.</p> <p>Joe Richard Test <input type="text" value="go to ..."/> <input type="button" value="»"/></p> <p>Balance Summary Charges Due Payments Pending Financial Aid Make A Payment Payment Plans 1098t</p> <hr/> <h3>Payment Plans</h3> <hr/> <h3>Spring 2017 Installment Plan</h3> <p>Payment Plan Contract University of Houston Clear Lake Installment Plan Application Registration for Spring 2017</p> <p>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.</p> <p>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.</p> <hr/> <p><input type="checkbox"/> I accept the above Terms and Conditions</p> <p><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p>
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6.4

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Joe Richard Test

[Balance](#)
[Summary](#)
[Charges Due](#)
[Payments](#)
[Pending Financial Aid](#)
[Make A Payment](#)
[Payment Plans](#)
[1098t](#)

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

[Balance](#)
[Summary](#)
[Charges Due](#)
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Charges Due Summary

Empl ID 0003569
 Date Created 12/07/2016

Charges by Due Date			
Payment Due Date	Messages	Amount Due	View details
01/13/2017	Installment 1 of Calculated Installment Plan included in amount due	\$1,001.25	View details
02/15/2017	Installment 2 of Calculated Installment Plan included in amount due	\$986.25	View details
03/13/2017	Installment 3 of Calculated Installment Plan included in amount due	\$986.25	View details
04/06/2017	Installment 4 of Calculated Installment Plan included in amount due	\$986.25	View details
	Total Due	\$3,960.00	