

Make a Payment – Student Center

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 Center tile. 

3.0

From the Student Center page, locate the **Finances** section. Click on any link under **Student Financials**.

[< Student Home](#)

TesterJoe's Student Center

Academics

[Search Plan](#)
[Enroll](#)
[My Academics](#)

You are not enrolled in classes.

[enrollment shopping cart](#)

other academic... >>

Finances

Student Financials

[Account Balance](#)
[Account Summary](#)
[Charges Due](#)
[Pending Financial Aid](#)
[Payment Plans](#)

Financial Aid

[View Financial Aid](#)
[Accept/Decline Awards](#)

Account Balance

Spring 2017		
Term Balance		\$1692.00
Pending Aid		\$0.00
Term Total		\$1692.00
Prior Balance		\$0.00
Total Amount Due		\$1692.00

Personal Information

[Demographic Data](#)
[Names](#)
[Privacy Settings](#)

other personal... >>

Contact Information

Mailing Address	Permanent Address
2600 Bay Area Boulevard Houston, TX 77058-1552 Harris	2600 Bay Area Boulevard Houston, TX 77058-1552 Harris
Home Phone 281/283-2484	Email Address

Admissions

You do not have any pending applications at this time.

Search for Classes

Holds

Meningitis Vaccine Documents
Adm Status-Transient

[Details](#)

To Do List

Curriculum Vitae-Beh Analysis
Recommendations-Beh Analysis
Statement of Goals-Beh Analysis
Proof of Meningitis Vaccine

[Details/Upload Documentation](#)

Enrollment Dates

[Open Enrollment Dates](#)

Advisor

Program Advisor

None Assigned

6 Drop Rule Count

UHCL count:	0
Other Texas Institution:	0
Total Count	0

Acceptable drop reasons do not reflect in the drop count. State Law (TEC, Section 51.907) limits the amount of unacceptable drops to six. Please be aware of your total drop count to avoid academic penalty.

Financial Aid

Counselor: None assigned

4.0 Once in Student Financials, locate and click on **Make a Payment** tab.

< Student Center

Joe Richard Test go to ...

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

5.0 In **Make a Payment** page, enter the requested information. Note that all fields are required.

< Uhs Ss Balance

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	1,692.00	<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

5.1 Under the **What I Owe** section, enter the amount to be paid in **Payment Amount**. The amount should be greater than 0.

What I Owe		
Description	Outstanding Charges	Payment Amount
Online Payment	1,692.00	1692.00

5.2 Under the **How To Pay** section, select the preferred method of payment: **Credit Card** or **Electronic Check**.

How to Pay

*Pay By

- For **Credit Card** payment, note of the 1.45% processing fee that will be added to the amount previously entered to the **Payment Amount** field.

How to Pay

*Pay By

A non-refundable Processing Fee of 1.45% (\$24.53) is added for Credit Card payments. Your Credit Card will be charged \$ 1,716.53. The University of Houston system charges a processing fee on all credit card transactions. The processing fee is assessed on all credit card brands. The processing fee imposed is not greater than the University's applicable merchant rate for credit card transactions.

- For Electronic Check payment, ensure that the ACH routing number is available before proceeding.

How to Pay

*Pay By

Please Contact your bank for ACH routing number before you proceed.

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.

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I accept the above Terms and Conditions

Submit

6.0	Follow the instructions below based on the selected method of payment: <ul style="list-style-type: none">- Credit Card- Electronic Check
6.1	<p>Credit Card Payment</p> <p>Enter the requested card details and the email address to send a copy of the payment confirmation, then press the Continue button.</p> <p>< Make A Payment</p> <p>Required fields are highlighted with an asterisk.</p> <p>Payment information:</p> <p>Amount:* \$1,716.53 ⓘ</p> <p>Campus:* 00759 ⓘ</p> <p>Emplid:* 0003569 ⓘ</p> <hr/> <p>Please enter the following information about your payment method:</p> <p>Cardholder's Name:* <input type="text" value="Joe Test"/> ⓘ</p> <p>Cards Accepted:    </p> <p>Card Number:* <input type="text" value="3700000000000002"/> ⓘ</p> <p>Signature Panel Code:* <input type="text" value="123"/> ⓘ</p> <p>Expiration Date:* <input type="text" value="12"/> <input type="text" value="2021"/> ⓘ</p> <hr/> <p>Billing information:</p> <p>Address Line 1:* <input type="text" value="2600 Bay Area Boulevard"/> ⓘ</p> <p>Address Line 2: <input type="text"/> ⓘ</p> <p>Country:* <input type="text" value="United States"/> ⓘ</p> <p>ZIP Code:* <input type="text" value="77058-1552"/> ⓘ</p> <p>City: <input type="text" value="HOUSTON"/> ⓘ</p> <p>State: <input type="text" value="Texas"/> ⓘ</p> <hr/> <p>Receipt information:</p> <p>Email Address: <input type="text" value="Student@uhcl.edu"/> ⓘ</p> <p>Continue</p>

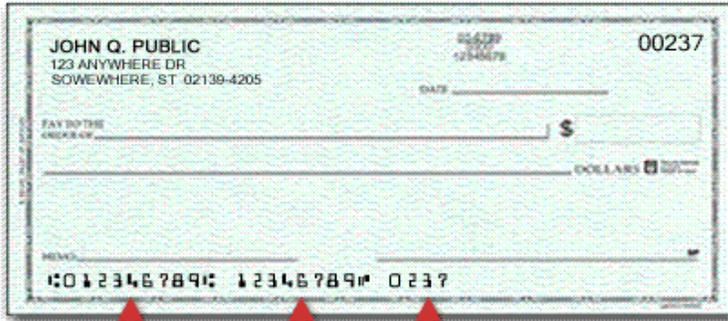
6.2

Electronic Check Payment

Enter the requested check details, check the box to authorize UH Clear Lake for the payment, then press the **Continue** button.

[< Uhs Ss Balance](#)

Enter Payment Information



Required fields are highlighted with an asterisk.

Payment information:

Amount:* \$ 1,692.00 ⓘ
Campus:* 00759 ⓘ
Student ID:* 0003569 ⓘ

Please enter the following information about your Bank account:

First Name on Check:* ⓘ

Last Name on Check:* ⓘ

Routing Transit Number:* ⓘ **BANK OF AMERICA, N.A.**

Account Number:* ⓘ

Confirm Account Number:* ⓘ

Type of Account:* Checking Savings ⓘ

Address Line 1:* ⓘ

Address Line 2: ⓘ

Country:* ⓘ

ZIP Code:* ⓘ

City:* ⓘ

State:* ⓘ

By clicking on the provided checkbox, I authorize UH Clear Lake to initiate an electronic debit to my bank account in the amount displayed above. This authorization is to remain in full force and effect unless I provide written notification to UH Clear Lake within an appropriate time frame to allow UH Clear Lake to act on it.

7.0

A summary of the payment to be made is displayed for review. Press the **Modify Payment** button to make changes. Otherwise, press the **Confirm Payment** button to proceed with the payment.

Credit Card Payment

[< Make A Payment](#)

Please verify the following information:

Amount: \$1,716.53
Campus: 00759
Emplid: 0003569

Card information:

Cardholder's Name: Joe Test
Card Type: American Express
Card Number: *****0002
Signature Panel Code: *****
Expiration Date: 12/2021

Billing information:

Address Line 1: 2600 Bay Area Boulevard
Country: United States
City: HOUSTON
State: Texas
ZIP Code: 77058-1552

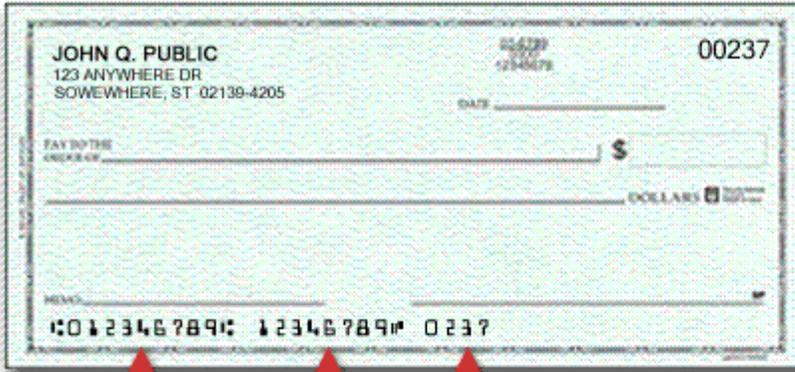
Email Address: Student@uhcl.edu

Is this information correct?

Electronic Check Payment

[← Make A Payment](#)

Confirm Payment Information



Routing Transit Number

Account Number

Check Number

Please verify the following information:

Payment information:

Amount: \$1,692.00
Campus: 00759
Student ID: 0003569

Account Information:

First Name on Check: Joe
Last Name on Check: Test
Routing Transit Number: 051000017
Account Number: *****6789
Type of Account: Personal Checking
Address Line 1: 2600 Bay Area Boulevard
Country: United States
City: HOUSTON
State: Texas
ZIP Code: 77058-1552

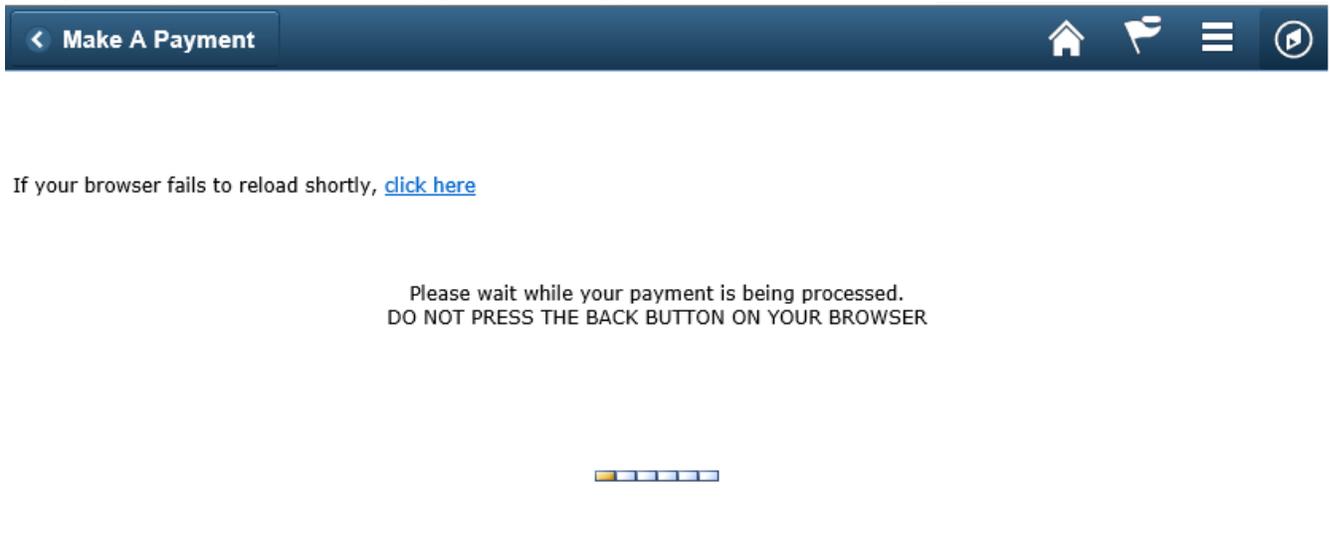
Is this information correct?

[Confirm Payment](#)

[Modify Payment](#)

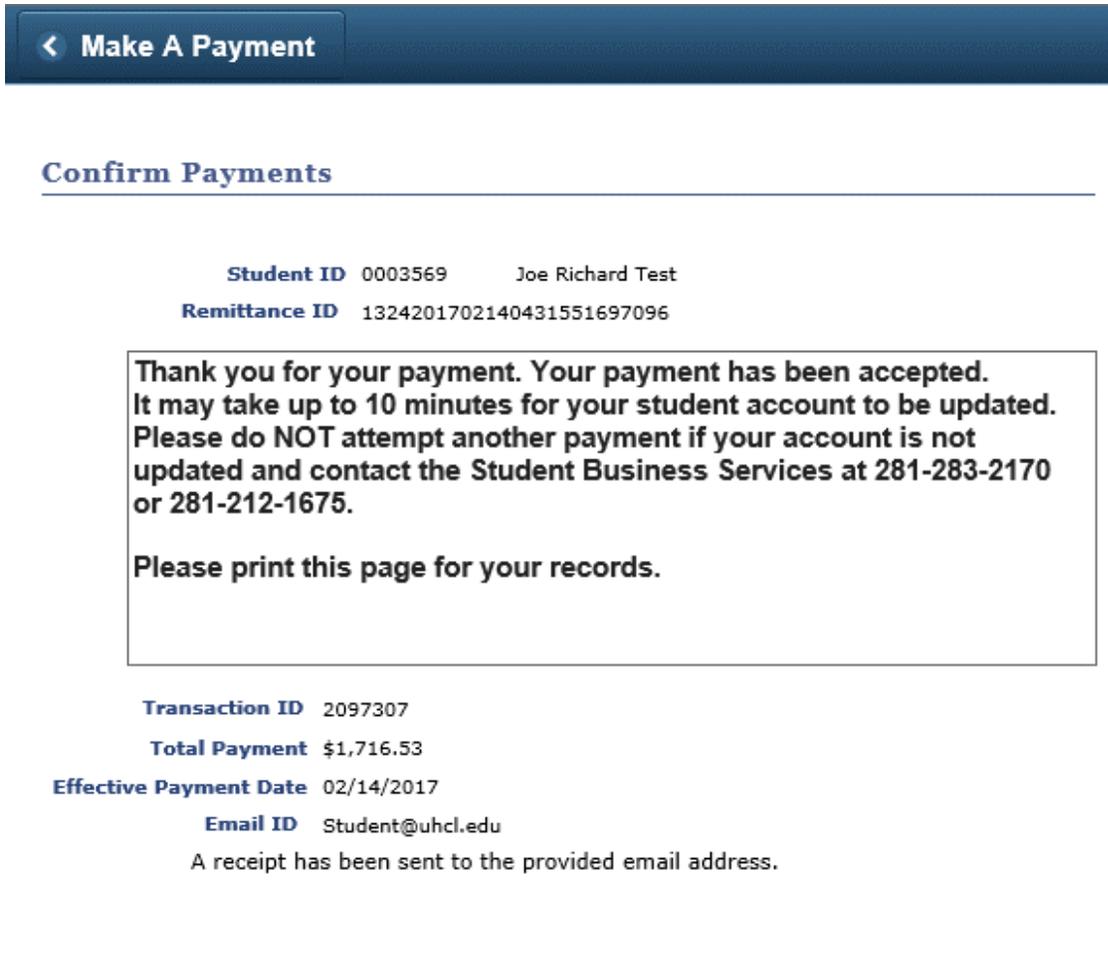
8.0

A page will appear to indicate that payment is being processed. Do not click on BACK button!



9.0

Once payment has been processed, the **Confirmation page** is displayed. If Email ID was provided, a copy should be sent to the email.



10.0

The system will update your payment status. To return to the main homepage, click on **Home icon** on the upper right hand corner of the screen.

