

FINANCIAL ISSUES

Concurrent Enrollment

If you register at more than one public institution in Texas you are entitled to a refund of any excess tuition paid. To obtain a refund from UHD, you must:

- Register at UHD after registering at your first institution;
- Provide the University proof of being concurrently enrolled and paid at both institutions; and
- Provide the University proof of the amount of tuition paid at the first institution.

You should make your request to the Business Affairs Office, S970. The refund check will be mailed to the address on your student record file.

Please be advised that if you are enrolled concurrently at two institutions, you cannot receive financial aid at both institutions. You may only receive aid from one institution. If it is discovered that you have been awarded at both institutions, you will be required to reimburse one of the institutions the full amount of financial aid that was paid on your behalf.

Deadlines

It is your responsibility to adhere to published deadlines. Deadlines exist for such activities as applying for admission, registering for classes, changing your schedule, dropping classes, and paying fees. Important dates, deadlines and regulations appear in the UHD Catalog and Registration and Information Bulletin.

Emergency Tuition Loans

A limited amount of money is available to make emergency loans to students for fall and spring semesters only. Eligibility guidelines and available dates are posted in the Fall and Spring Registration & Information Bulletin. The 75-day, 5 percent per year, loans are only given for the 1st payment of an installment plan. There is a \$24.00 fee charged for the installment plan, which is included in the Emergency Tuition Loan.

Emergency Book Loans

Book loans are for 30 days only with a \$5 service charge and interest of 5 percent per year. These loans require an application and funds are disbursed on a first-come, first-served basis.

Fees

All new students at the University are subject to a \$10 general property deposit fee. State law allows the University to collect this deposit to insure against loss, damage, and breakage in libraries and laboratories. You may request a refund of this deposit upon permanent withdrawal or graduation. If you return to UHD after

having been refunded, you will be required to pay the deposit again.

Any general property deposit, which is not requested for refund for a period of four years from the date of last attendance, becomes part of a university scholarship fund. Graduates of UHD may elect to apply their property deposit to their Alumni Association fees.

In addition to tuition all students at UHD are subject to student services, tuition-institutional, University center, incidental, international education, and student record fees. Some courses and services also require additional fees outlined in the UHD Registration & Information Bulletin and Catalog.

Financial Responsibility

As a condition of your enrollment you are expected to pay your tuition and fees on time. You will not be allowed to register if you have unpaid balances. If you do register and any unpaid balance is discovered later, you may be administratively withdrawn. If you do not take care of your financial responsibilities, you will be denied future enrollment and release of your transcript.

Method of Payment

You may select one of the following methods of payment of tuition and mandatory fees (fees will vary with amount of hours) for each fall or spring semester:

- Full payment of all tuition and mandatory fees prior to the beginning of the semester; or
- Three installment payments consisting of one-half payment of all tuition and mandatory fees (plus a \$24 installment set-up fee) prior to the beginning of the semester, one-quarter payment prior to the start of the 6th class week and the final one-quarter payment prior to the start of the 11th class week. Installment payments may be made online through student e-services or in person at the Cashier's office, S310.

If you receive financial aid prior to the beginning of the semester equal to, or in excess of, the total amount of tuition and fees, you may not participate in the installment plan. The full payment for the semester in which you are enrolling must be made upon issuance of that semester's financial aid funds.

An additional incidental fee of \$10 per installment will be charged if you are delinquent in making your payment.

Withdrawal from the University, for whatever reason, will not cancel the obligation to pay the full amount of the installment payment promissory note. If your withdrawal

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is after the 100% refund period, you may still owe a balance on your installment loan. It is recommended that you check your balance AFTER your withdrawal has been processed to know if you have a remaining balance. All refunds of tuition and fees will be applied first to the installment note balance. Any remaining refund will be either mailed to the student or credited back to the credit card depending on payment method originally used.

Any student who has elected to pay tuition and fees by installment, and who is delinquent in making payment, is barred from attending any institution in the University of Houston System until full payment, including delinquent charges, has been made. An additional default fee of \$50 is collected from any student who fails to make all installment payments by the end of the semester.

You may use your VISA, MasterCard or Discover Card to pay online. You may pay in full or installments online. Payment by check may be made in person, by mail or deposited in the drop box located by the Cashier's Office, S310, after closing. The office is open Monday through Thursday from 8 a.m. to 6 p.m. and on Fridays from 8 a.m. to 5 p.m. You must include your student identification number and state-driver's-license number of the person signing the check on the face of the check. If you mail your payment, it must be received by the deadline date to avoid having your classes dropped. The university does not receive mail on Saturdays so mail must be received by Friday when the deadline falls on a Saturday.

Refunds

All refunds are made in accordance with the dates published in the Academic Calendar in the Registration and Information Bulletin. Class days, including Saturdays, are counted from the beginning day of classes as indicated in the Academic Calendar. Refunds are mailed to the student's address on file in the Registrar's Office, N330, 713-221-8999. No refund will be made to a student who has not met all financial obligations.

Residency Status

Information concerning residency requirements is available at the Admissions Office and the Registrar's Office and also online at www.uhd.edu/admissions/Registrar.htm. Students are asked to establish both Texas and US residency. Students born outside of the United States must provide proper documentation such as I-551, I-688, passport, US naturalization certificate, 1-94, Affidavit of Intent or Notice of Action.

In order to request a change in residency status for a given semester you must submit a Residency Reclassification form and supporting documentation before the

Official Day of Record. You are responsible for making any payment arrangements by the payment deadline regardless of your residency status.

Returned Checks

If you write a check to the University on an account with insufficient funds, you will be assessed a \$20 service charge for each such check regardless of the amount. You may also be placed on a "cash only" basis for a specified period depending on the number of returned checks you have written to the University. If a check is returned as a result of bank error, you must deal with the bank for reimbursement of the \$20 returned check charge paid to the University. If such a check is presented in payment of tuition and fees, the return of the check will also result in additional charges of late and delinquent fees.

Tuition Rates

Section 54.051 of the Texas Education Code requires the UHD to collect tuition from students at the following rates:

- Tuition for undergraduate residents of Texas for the 05-06 academic year is \$112.50 per semester credit hour, with a minimum of \$337.50 per semester.
- Tuition for undergraduate non-resident students (including international students) is \$388.50 per semester credit hour, with a minimum of \$1,167.00 per semester.
- Tuition for graduate residents of Texas for the 05-06 academic year is \$147.50 per semester credit hour, with a minimum of \$442.50 per semester.
- Tuition for graduate non-resident students (including international students) is \$388.50 per credit hour with a minimum of \$1,167.00 per semester.

Scholarships and Financial Aid

A variety of state and federal grants, loans, and scholarships are available to help you with educational expenses through the Office of Scholarships and Financial Aid. Most of these programs are available to anyone who is enrolled at least on a half-time basis, has satisfactory academic progress and demonstrates financial need. Most financial aid requires submission of the Free Application for Federal Student Aid (FAFSA), the University's application for financial aid and a signed copy of the Satisfactory Academic Progress Policy. To apply for financial aid or to receive more specific information about aid opportunities, contact the Office of Scholarships and Financial Aid, S330, 713-221-8041 or visit our website at www.uhd.edu/admissions/financial_aid. For your free FAFSA application you can go to www.fafsa.ed.gov.