

# Payment Information

## Payment Deadlines

Term	Priority Registration Begins for Declared Majors	Regular Registration Begins for all students	Payment Deadline for Regular Registration	Late Registration	Payment Deadline*
Fall 2004	June 5, 8am	June 14, 8am	August 21, 6pm	August 23-27	September 15, 6pm

**Important** 

**\*Payment or payment arrangements for late registration and schedule changes must be made in Student Accounting, S310, by the date listed. Payment not received by these dates will result in cancellation of classes. If you allow your classes to be cancelled for non-payment, they will not be reinstated.**

## How Much Do You Owe?

After registering, visit UHD's e-services at [www.uhd.edu](http://www.uhd.edu) and access **My Payment Info** for an online fee statement.

## Payment Options

**UHD gives you two payment options: you may pay in full or you may pay on the installment plan.**

- **Full payment**--You may make your payment in full by check, credit card (VISA, Discover, and/or MasterCard) or cash.
- **Installments**--You may choose to make your payments in three installments. **Installments are available for the Fall and Spring semesters only. Make your installment payments online** via UHD's e-services ([www.uhd.edu](http://www.uhd.edu)) or in person at the Cashier's Office. If you have questions, please call the Cashier's Office, 713/221-8196. Installment due dates are found in the University Calendar at the front of this schedule.

## Payment Methods

### Web

You may access UHD's e-services ([www.uhd.edu](http://www.uhd.edu)) to make full or installment payments using your VISA, MasterCard or Discover credit card.

### Mail/Fax

Send or fax the completed Method of Payment Form, page 22, with check, money order or signature authorizing VISA, Discover or MasterCard charge. The Texas driver's license of the person signing the check and social security numbers of the student must be on the face of the money order/check in order to process for payment. Payment must be received by the payment deadline for each semester. (UHD does not receive mail on Saturdays.)

**NOTE: If any check, regardless of issuer, that was previously posted to your account was returned due to insufficient funds or stopped payment you may not be able to pay by check at this time. If you are not sure of your status, please pay by another method or contact the cashier's office to verify your status. Classes will NOT be saved if your check can not be accepted.**

### In Person or Drop Box

Use the drop box outside the Cashier's Office. Enclose the Method of Payment Form on page 22 in a sealed envelope along with your check or credit card information. Put it in the drop box by the payment deadline. **Please do not enclose cash.**

### Financial Aid

Most financial aid awards will be credited to your account automatically when you are registered for the same number of hours for which you are awarded. See page 10 for more information.

## Credit Card Payment

Credit Card payments should be made online using "e-services". If for some reason you MUST pay by credit card in person, you need to be aware of this credit card refund policy.

If you pay in person by credit card and you make a schedule change that creates a refund, you WILL NOT BE ISSUED A REFUND UNLESS YOU REQUEST IT. You must come to the cashier's office WITH THE SAME CREDIT CARD and request the refund. If you do not request a refund, the credit will be applied to your next semester.

Refunds for online credit card payments will automatically be processed back to the card used.