METHOD OF PAYMENT FORM

CHECK/MONEY ORDER:

Make check payable to University of Houston-Downtown. The driver's license number of the person that SIGNED THE CHECK, student ID/SSN number and current phone number MUST be on the front of the check. No postdated or third party checks will be accepted. A returned check within the last 6 months or more than one returned check will prevent acceptance of any uncertified check for payment.

CREDIT CARD AUTHORIZATION: **(Pay online at www.uhd.edu/eservices)**

I, _____, authorize the University of Houston-Downtown to charge my
(print name)

Visa ☐ MasterCard ☐ Discover Card ☐

to pay the following amount:_____ Fall ☐ Spring ☐ Summer ☐

Student Name: _____ Student ID Number: _____

Credit Card Number: _____ Expiration Date: _____

I can be reached during business hours at the following phone number:_____

_____ _____
Signature of Cardholder Date

NOTE: If you select the installment plan, you must sign below and enclose the correct amount. Failure to pay the minimum amount will NOT save your classes.

_____
Signature of Student Date

You signature above is your authorization to attach this form to a legally binding promissory note.

INSTALLMENT COMPUTATION WORKSHEET
(Installments are available for Fall and Spring semesters only)

Complete this form. Your Initial Installment Payment will be the amount on Line 11.

Enter Total Tuition and Fees (page 16)	$_____(1)
Enter Parking fee if applicable (page 22)	$_____(2)
Enter Laboratory/Course Fee(s) if applicable	$_____(3)
First-time UHD students only: Enter $10 Property Deposit	$_____(4)
Add Lines 1 through 4 to determine Subtotal	$_____(5)
See page 25 to compute your distance fees and enter here	$_____(6)
Subtotal	$_____(7)
Add lines 5 and 6	$_____(8)
Enter amount on Line 8 divided by 2	$_____(9)
Add Installment Fee	$_____24 (10)
Your Initial Installment Payment is the sum of Lines 9+10	$_____(11)

NOTE: If you are an International student, you must pay the Health Insurance fee with your initial payment. Please contact the Cashier's Office for assistance in computing your installment if necessary.