

HOW TO SET UP AN EMERGENCY DEFERMENT PLAN USING ESERVICES

- Go to the <https://www.uhd.edu/Pages/home.aspx> website
- Click the link for myUHD
- You will be directed to the UHD Student eServices screen
- Click on the link under Registration & Payment labeled **Pay Tuition & Request Parking**

The screenshot shows the UHD Student eServices interface. At the top, there is a search bar and navigation links for 'Directory', 'UHD Web', and 'FAQs'. Below this is a 'Quick Links' section with options for 'Text Only', 'Maps', 'A-Z', and 'UOnline'. A login field for 'BB Vista, PASS' and a 'Class Schedule' link are also visible. The main content area is divided into several sections: 'Scheduling Resources' (including Class Schedule, Course Catalog, Core Curriculum, etc.), 'Online Status & Setup' (including My Personal Profile, My Admission & Enrollment Status, etc.), 'Registration & Payment' (including My Registration & Schedule, My Financial Aid & Scholarship Info, My Payment, View Account Summary, Pay Tuition & Request Parking, Pay Holds, Schedule & Pay for testing (WPE), View IRS Form 1098-T), and 'Other Online Options' (including Order Graduation Videos, Library Databases, Software Download, Ask Gator FAQs). A white arrow points to the 'Pay Tuition & Request Parking' link. To the right, a blue callout box says 'Register & Pay Here!' with an arrow pointing left towards the highlighted link. At the bottom, there are icons for 'e LEARNING', 'e RESOURCES', 'Faculty & Staff e SERVICES', 'e COMMUNITY', and a 'Logout' button.

- You will be required to enter your UHD Network ID and Password before clicking submit

Please Enter Your Username and Password.

[return to e-services |](#)

Login

Username:
(Network ID or 900 Number)

Password:

- Click on the **Pay Tuition** tab to access your payment options

My Payment
[return to e-services](#) | [logout](#)

←

- Select the term you would like to make a payment for and click on **Pay Options**

Payment Details
[return to e-services](#) | [back to pay options](#) | [view account summary](#) | [logout](#)

VIEW PAYMENT DETAILS/OPTION S	TERM	DESCRIPTION
<input type="button" value="Pay Options"/>	Fall 2012	Total Term Balance

- Click on the pay balance due now (**Request Installment Plan**) option and click submit

My Payment
[return to e-services](#) | [logout](#)

Payment Options Available for: Fall 2012

Pay Balance Due Now/Request Installment Plan \$5,634.50 ←
 Pay Total Balance For This Term \$5,634.50

- Select the **Emergency Loan** option located at the top of the payment options box.

My Payment

[return to e-services](#) | [back to pay online](#) | [view account summary](#) | [logout](#)

Choose **MAKE A FULL PAYMENT** or **PAY BY INSTALLMENT**. Then press the **Accept** button to continue with the transaction.
Semester: Fall 2012

Payment of past due balances through e-services DOES NOT remove your hold. Please contact the Cashier's office at cashiers@uhd.edu or call 713-221-8196 to request removal of your hold.

Balance Details

Please review the following balance information and payment options.

If you need an emergency loan to pay the first installment payment, click the button to see if you qualify

BALANCE DUE NOW	PAY BY INSTALLMENTS
	\$310.20 Due now
	1st Installment: \$286.20 (On or before 01-SEP-2012)
	2nd Installment: \$286.20 (On or before 01-OCT-2012)
	3rd Installment: \$286.20 (On or before 01-NOV-2012)
	4th Installment: \$286.20 (On or before 01-DEC-2012)
Charge Amount for : \$1,431.00	

- You will now be directed to the Emergency Loan for the selected term
- Please read all of the information carefully and click continue

Emergency Loan is available to students who meet all of the following conditions:

- Must be enrolled for requested semester
- Qualify for installment payments
- Paying residency fees
- Have no holds
- Have no previous credit on account for the requested semester
- Have no financial aid awarded for the requested semester

registration. Furthermore, no refund of tuition and fees will be made to a student who has failed to make full payment on the promissory note.

7. 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. The governing board shall notify a student of any delinquent tuition or fee payment as soon as practicable. University records may be adjusted to reflect the student's failure to have properly enrolled for that semester.

8. Each campus shall collect an incidental default fee of \$50.00 from any student who has failed to promptly make all installment payments or has failed to repay the full amount due of any short-term loan in any previous semester. Such fee, in addition to all other amount due the university, shall be paid prior to the student registering for courses during any subsequent semester. The \$50.00 default fee will be added to all installment balances not paid as of 12/19/2008.

- 9. Each campus of the university may allow students to pay the full cost of tuition and fees for any semester by means of a credit card, if the student elects to pay the full amount due prior to the beginning of the semester. Additionally, each campus may provide students the option to guarantee installment payments by means of a credit card. Any campus electing to provide this option may collect an incidental fee from each student paying by means of credit card to cover the cost of administration of this method of payment.

 **I agree to the terms and conditions of this agreement.**

- You must **agree to the terms and the conditions of the agreement** and click **continue**
- **IF IT IS REQUIRING YOU TO SUBMIT A PAYMENT, GO BACK. THE EMERGENCY LOAN DOES NOT REQUIRE A PAYMENT TO BE SUBMITTED WHEN IT IS SET UP.**

Emergency Loan Confirmation

[return to e-services](#) | [print](#) | [logout](#)



To protect your information please remember to [Log-Out](#)

YOU HAVE SELECTED AN EMERGENCY LOAN TO PAY THE FIRST INSTALLMENT OF YOUR TUITION INSTALLMENT PLAN. YOU WILL HAVE ONE OR MORE INSTALLMENT PAYMENTS DUE PLUS THE REPAYMENT OF THIS EMERGENCY LOAN. PRINT THIS AS YOUR RECEIPT.

Date: 8/3/2012 2:17:45 PM

Semester: Fall 2012

Emergency Loan Amount: \$ 310.20 Paid by Emergency Loan Now

Future Installment Due:

\$ 286.20 on or before 01-OCT-2012

\$ 286.20 on or before 01-NOV-2012

\$

SAMPLE

Repayment of Emergency Due:

\$ 310.20 Emergency Loan plus accrued interest Due on or before

You must see this confirmation page or you have not completed the loan set up. Print or save this page for your records.

If you are experiencing any issues setting up the Emergency Loan or did not receive a confirmation, please contact the UHD Cashier's Office at Cashiers@uhd.edu