



University  
of Houston  
Clear Lake

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Business  
Operations

# Student Business Services

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## INTRO

The Division of Finance provides an array of support services for Student business accounts, including:

- Processing and maintaining student accounts
- Offering installment options, as needed
- Navigation for creating statements, summaries and 1098T's
- Ensuring third party payments are properly posted
- Generating financial aid refunds, as needed
- Answering questions regarding billing and payments
- Addressing concerns about refunds, adds/drops
- Coordinating with external collections agencies
- Administering BankMobile Disbursements for student access
- Managing wires through Convera
- Maintaining change funds for other departments
- Ensuring secure, accurate bank deposits and cashier functions
- Vending machine refunds

We are focused on these TOP 6 themes:

- ***Student success*** - we are here to support your academic success at UHCL!
- ***Customer satisfaction*** - we offer accurate and timely answers to your questions!
- ***Clear messaging*** - we simplify communications to support your understanding!
- ***Compliance*** - we meet local, state and federal standards!
- ***Environment*** - we contribute to an environmentally friendly & sustainable environment!
- ***Quality*** - we represent world-class services by staying current in industry practices

## BANKMOBILE DISBURSEMENTS

UHCL utilizes BankMobile Disbursements to deliver student refunds. Here is what you should know:

- Our school delivers student refunds with BankMobile Disbursements, a technology solution, powered by BMTX, Inc.
- Visit <https://disbursements.bmtx.com/refundchoices/> to learn more.
- To view our contact, visit [the UHCL vibeaccount.com page](#).

### General Information

- Refunds are processed in our office Monday-Friday.
- Registered students will receive instructions from BMTX, Inc. on how to select a refund preference.
- Visit this link for more information: <https://disbursements.bmtx.com/refundchoices/>.

## IMPORTANT DATES

Student Business Services has many important dates. Here is what you should know.

There are many important dates regarding a student's tuition and fees.

Payment Due Dates are updated each semester on our webpage and can be found by visiting [UHCL's Payment Due Dates page](#).

The due dates on the website above will consist of the following:

- Winter/Mini Session (if applicable)
- Early/Open Registration
- Late Registration
- Payment Plan Due Dates (if applicable)

## PAYMENT PLANS

Student Business Services offers two types of payment plans for students: an installment plan and a short-term loan. There is a \$25 service charge for both of the plans. Additionally, Winter and May Minis must be paid in full (no payment plans offered). Students can sign up for payment plans by logging into their E-Services or coming into the office.

Students must pay the balance of all payment plans and contracts in full to be eligible to enroll in classes for the next semester and/or to have any encumbrance removed from their accounts.

The installment and short-term plan amounts may change over time to account for any new charges, payments, or financial aid adjustments. Student shall adjust payment accordingly during the term of the payment plan agreement. The initial payment is due upon enrollment into either of the payment plans.

### Installment Plan

- Consists of four installments of 25% each.
- The first installment is due by the initial due date for all students and must be at least 25% of the current semester's tuition and fees.
- There is a \$25.00 non-refundable processing fee.
- The installment plan is not available during summer or mini terms.
- Courses added after the original registration period will adjust into the installment plan and an additional amount may be due depending on the drop/add activity.
- Subsequent due dates will be listed in the student's E-Services account under the "charges due" category.
- Students who have not fulfilled their financial obligation on the installment plan by the payment deadlines or by the end of the semester will have their records "encumbered". Nonpayment will result in holds on registration, diplomas, grades, other university processing and may result in the holding of transcripts.
- There is a \$20.00 late penalty charge for each past due installment.

### Short Term Loan

- The first payment is due by the initial due date for all students and must be at least 25% of the current semester's tuition and fees.
- The remaining 75% is due at a later date.

- There is a \$25.00 non-refundable processing fee.
- The short-term loan is not available during summer or mini terms.
- The short-term loan bears a five percent (5%) interest per annum.
- Courses added after the original registration period will adjust into the installment plan and an additional amount may be due depending on the drop/add activity.
- Subsequent due dates will be listed in the student's E-Services account under the "charges due" category.
- Students who have not fulfilled their financial obligation on the short-term plan by the payment deadlines or by the end of the semester will have their records "encumbered". Nonpayment will result in holds on registration, diplomas, grades, other university processing and may result in the holding of transcripts.

## THIRD PARTY ACCOUNTS

Student Business Services is responsible for applying and billing 3rd Party Accounts. Here is what you should know.

A student will either e-mail or bring their voucher to Student Business Services each semester. We will apply the amount to their account. After enrollment cancellation, Student Business Services will begin our billing process.

The following are companies we are currently billing for or have billed in the past:

- Boeing
- Chase
- Cheniere Energy
- Collaborative for Children
- Houston Methodist
- Kuwait
- Military
- NASA
- Qatar
- Raytheon
- Royal Embassy of Saudi Arabia
- T-Mobile
- Texas Children's Hospital
- Texas Employment Commission
- Texas Promise Fund
- Texas Rehabilitation
- Texas Tomorrow Fund
- UPS
- VA Chapter 33
- VAVR
- Verizon
- West Africa

Students may bring their vouchers to us in person at our office or email it to us at [sbs@uhcl.edu](mailto:sbs@uhcl.edu).

## REFUNDS

Student Business Services follows the Texas Education Code Sec. 54.006 for the drop/withdrawal schedule. A more detailed explanation of refunds, drops and withdrawals can be found by visiting the [UHCL Refund Processing page](#).

### Refund Processing

- Refunds first will be applied toward any outstanding university financial obligations.
- Any remaining refunds will be processed through BankMobile Disbursement or by credit card.
- UH-Clear Lake utilizes BankMobile Disbursements, a technology solution, powered by BMTX, Inc. to provide disbursement services for financial aid and tuition refunds.
- If payment was made by credit card, then reimbursement will be refunded back to the credit card used for payment.

### Important Information to Remember

- Dropped classes and withdrawals are not the same.
- Students are advised to contact SBS prior to dropping or withdrawing.
- The Academic Drop/Withdrawal Schedule for Academic Purposes IS NOT the same as the Drop/Withdrawal Schedule for tuition and fees.

### Withdrawals

- A withdrawal is defined as dropping ALL courses.
- Refunds will follow the refund schedule for withdrawal from classes.
  - Example: A student is enrolled for three courses and wants to drop all three courses; this is considered a withdrawal since the student is no longer registered for courses in that semester.

### Drops

- A drop is defined as dropping one or more courses while remaining enrolled in other courses for the same semester.
- Will follow the refund schedule for dropped classes.
  - Example: A student is enrolled for three courses and drops one of their courses. The student is still enrolled for two courses and this would be considered a “drop” since the student is still maintaining enrollment.

### Refund Schedule

- Our refund schedule can be found on our website and is updated for each term.
- Refunds are processed Monday-Friday



## CHANGE FUND

Student Business Services issues cash for departments requesting a temporary change fund.

### Procedure

- Department will send an e-mail to SBS requesting the amount needed for the change fund requested, the denominations needed, and the date the change is needed.
- SBS will have the requested change fund money ready for the department to pick up the evening before the date requested by the department.
- On the date the change fund is needed, the requesting department will bring the “Change Fund Request” form to SBS. The form must have all appropriate signatures and the money will only be given to the “Custodian” named on the form.
  - If the person picking up the money is not a “Custodian” on the form, the money requested will not be released.
  - If the person from the department is the “Custodian” listed on the form, then that person will sign the form, SBS will keep the form, and the money requested will be released.
- After the money has been given to the department, SBS must prepare a JE for the funds. The JE must be done the same day the money has been given to the department.
- When the department returns the money, SBS will sign the bottom of the Change Fund form where it states “Funds Received by Cashier”.
- A copy of the form is then given to someone in SBS to prepare another JE to clear the department cost center. (The original is given back to the department after the copy is made.) The entries are going to be the opposite of first JE. The entries for the JE are as follows:
  - DR: 10103 / 2089 / C0069 / F0721 / NA
  - CR: 10103 plus cost center of department using the change fund
- Cashier will balance their vault to ensure the funds are correct.

## VENDING MACHINE REFUNDS

With help with the procurement office, Student Business Services will offer refunds for cash purchases from drink and snack machines.

- If student loses cash in the machine or the machine does not give back the change, the students can come to SBS and we will ask them to fill out a small form with information on their cash loss.
- After form has been filled out, SBS representative will give student cash in amount of loss.
- When our cash surplus gets low, SBS will contact procurement and ask that a Coca Cola representative replenish our money using the forms we had students fill out.

## COURSE AUDITS

Student Business Services handles senior and student course audits.

Most audits are done by senior citizens. They will not be charged for the class. If the audit is done by someone who is not a senior citizen, they will be charged. Audits can be done any time after late registration begins.

### Procedure

- Student will present audit form with signatures from the dean and professor of the course granting them permission to take the course.
- If senior audit, SBS will make a copy of driver's license and confirm student is over 65.
- SBS will fill in payment information for each charge listed in tuition and fee chart.
- Total will be placed on waiver line; if senior audit, amount will be \$0.
- After late registration has ended and SBS has received all audit forms, SBS will create a JE to debit/credit audit cost centers.

## CREDIT CARD PROCESSING

### Credit Card Processing Fee Policy

- Effective July 18, 2022, payments for student accounts related to tuition and fees (including short term or emergency loans) made by credit or debit card (used as a credit card) will be assess a processing fee on 1.40%.
- This fee covers processing charges assessed by the credit card companies, and is applicable only when you use a credit or debit card (used as a credit card) for tuition or fee payments. The processing fee will be charged at the time of payment.
- This fee does not impact other methods of payment or departmental credit/debit card payments. Credit and debit cards will continue to be accepted by departments online and in person (as applicable).
- We have collected payment options available that do not assess such a charge in the “Additional Payment Methods” section.

### What to Expect

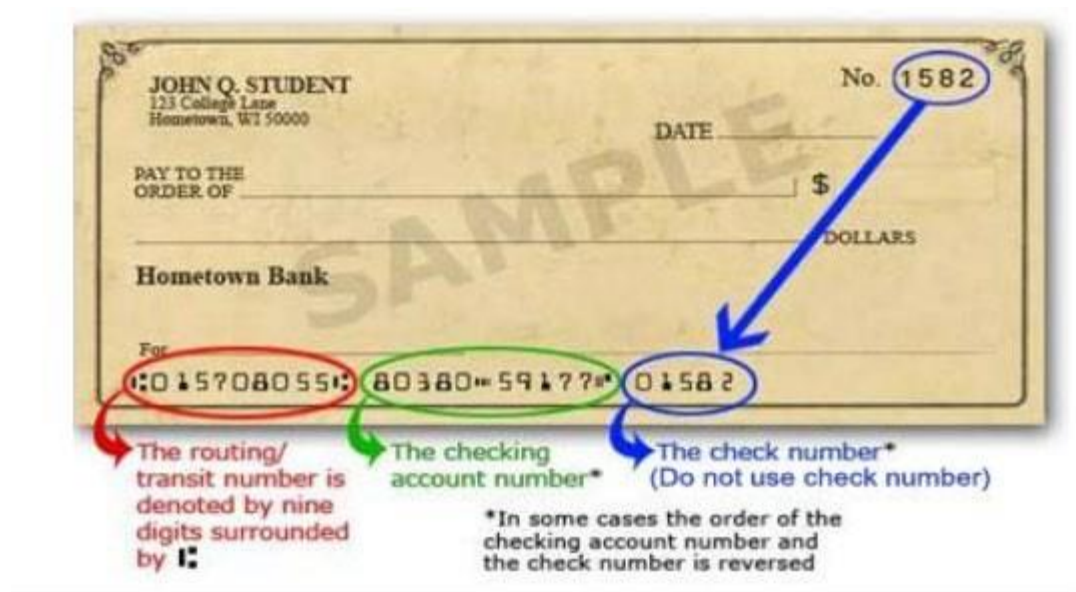
- A 1.40% processing fee will be assessed for tuition and fee payments made with a credit or debit card by MasterCard, Discover, Visa or American Express.
- This charge will appear as a separate transaction on the card holder's credit card statement.
- The fee is non-refundable.
- Credit/debit card payments shall be made online via E-Services.
- Credit/debit card payments are not accepted by phone.

## ADDITIONAL PAYMENT METHODS

To avoid the credit card processing fee, we offer other options for tuition and fee payments with no additional cost to payer.

### Online

- You can make your payment via electronic check or ACH transaction. Enter the bank account routing and account numbers from your personal check. Do not use your debit card information.
- If you are uncertain about what information to use, please contact your banking institution.
- Do not include the check number.



If a check comes back from the bank with the following reasons below (including but not limited to):

- Account Not Found
- Unable to Locate
- Insufficient Funds

A \$25.00 returned check fee will be placed on the student account.

You may use your BankMobile Vibe account by using the "Online Bill Pay" feature and avoid the processing fee. To learn how, follow the instructions in your BankMobile Disbursements profile.

## ADDITIONAL PAYMENT METHODS (CONT.)

### By Mail

To pay via personal check, cashier check or money order, mail your payment to the following address:

UHCL Student Business Services  
Attn: SBS  
2700 Bay Area Blvd, Mail Code 106  
Houston, TX 77058

Payments must be received by UHCL 24 business hours in advance of the payment deadline date to allow adequate processing time prior to the deadline. The student's name and UHCL student ID number must accompany all mailed payments to ensure timely processing.

### In Person

Payment by check, money order or cash may be made in person at Student Business Services at either campus.

- UH-Clear Lake: Monday - Friday, 8 a.m. - 5 p.m.
- UHCL at Pearland: Tuesday & Thursday, 8 a.m. - 5 p.m.

After-hour payments can be placed in the secure depository slot adjacent to the Student Business Services windows at the Clear Lake and Pearland campuses. The student's name and UHCL student ID must accompany payments to ensure timely processing. Payments placed in the depository after hours on a payment deadline date will not be processed until the next business day. In this instance, late payment fees and/or the deletion of course schedules will apply.

A \$25 Return Fee will be assessed for any returned check, including payment made online or via electronic check/ACH.

## WIRE TRANSFER INSTRUCTIONS

You have the option to pay your tuition and fees via electronic wire transfers to UHCL. We have collected the most important information about this process for your convenience.

### Important Information

- UHCL students must use a UHCL email account to obtain wiring instructions from [SBS@uhcl.edu](mailto:SBS@uhcl.edu).
- Any cost associated with wire transfer transactions (such as transfer fees, foreign currency conversion cost, etc.) may be charged to the individual or the company initiating a request to transfer funds and shall be deducted from the wire transferred amount.
- Students must pay their tuition and fees in U.S. Dollars.
- UHCL will accept only a wire transfer amount for the actual outstanding tuition and fees as shown in the Student Financial System.
- UHCL will credit student's account within three business days from the date of receipt, provided all pertinent information is accurate.
- UHCL will return original wire transfer amount if funds transferred were in excess of the outstanding student balance.
- Wire transfer amount received without a UHCL Student Name and UHCL Student ID will be returned within five (5) business days.
- Students may use CONVERA (formerly Western Union), or their own bank to complete the wire.
- The link to CONVERA can be found on the SBS website.

## DELINQUENT ACCOUNTS AND COLLECTION PROCESS

### Holds & Delinquent Accounts

- Student Business Services is committed to helping you resolve your delinquent balance. If your account becomes delinquent, contact our office immediately at 281-283-2170 so we can discuss your options.
- All charges due to the university must be paid in full by the payment due date published each semester.
- If the student's account is not paid by the due date, a past due balance hold (delinquent hold) will be placed and further collection efforts will be made to collect the amount owed.
- The outstanding debt can include tuition, required fees, fines and fees related to programs, services, and courses, in addition to any other amounts related to enrollment at University of Houston-Clear Lake.
- Students whose accounts are delinquent will not be permitted to register for the next term or receive diplomas and may result in the holding of transcripts.
- University of Houston-Clear Lake may require payment of a delinquent account to be in the form of certified funds, such as cash, money order, credit card or cashier's check.

### Collections Process

The student accounts receivable process begins when charges are posted to their student account. The university works with students who are past-due, but if a solution cannot be agreed upon, the university follows the collection procedure outlined below:

- The official line of communication to students is your UHCL email account.
- Student Business Services only sends email notifications to your UHCL email account, we do not mail invoices through the postal service.
- Three collection notices are sent to a student's UHCL email account.
- The first notice is e-mailed approximately 90 calendar days after the end of the term.
- Second notices are e-mailed approximately 30 calendar days after the date of the first e-mail notice (approximately 120 calendar days after the term).
- The final collection notice is sent approximately 60 calendar days after the date of the first e-mail notice (approximately 150 calendar days after the term).
- Once the due date on the final collection email has passed, uncollected accounts may be referred to a collection agency

## **DELINQUENT ACCOUNTS AND COLLECTION PROCESS (CONT.)**

### **Collections Process (Cont.)**

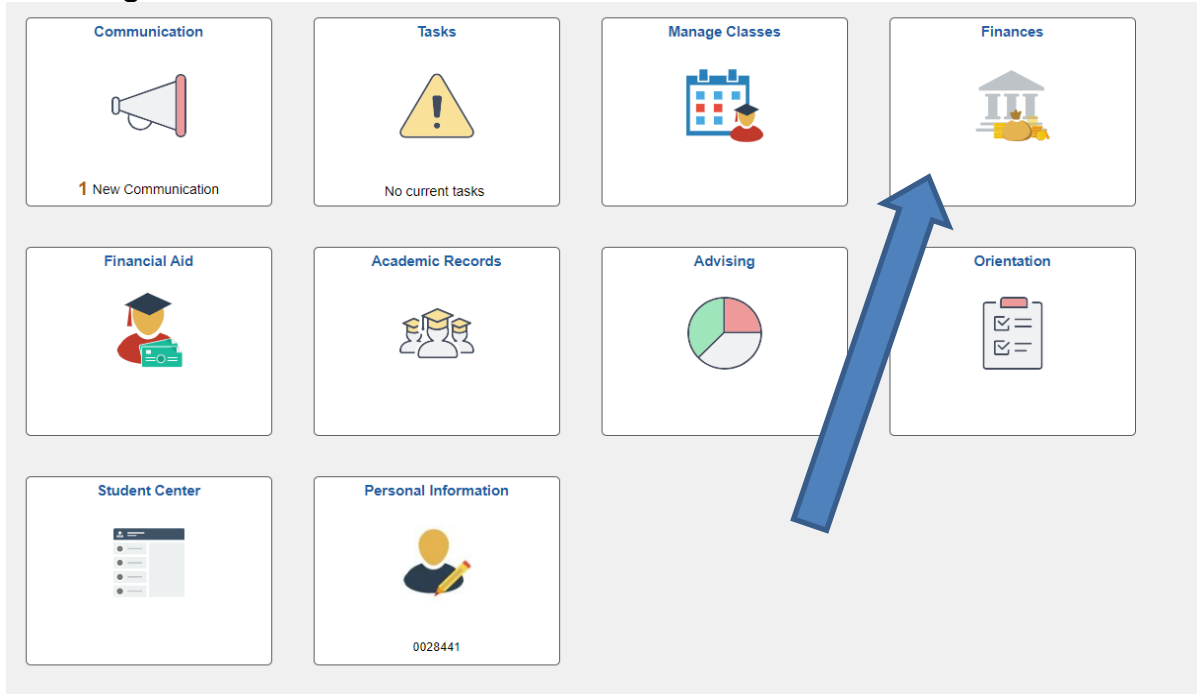
- The collection process last approximately 180 calendar days after the end of the term.
- Once your account is referred to an outside agency, students will be contacted by a representative of that agency.
  - Payments are made through the agency—not the university.
  - In addition, a delinquency report may be filed with a credit bureau.



## NAVIGATION TO E-SERVICES

Where do students go to find their tuition and fee information?

- Log into E-Services and select Finances.



- Below, you will see below various tabs to select depending on what the student needs.

