

**SPRING 2019 UNIVERSITY OF HAWAII INSTALLMENT PAYMENT PLAN**  
Final

**SPRING 2019 – REGULAR TERM and/or EXTENSION TERM**

Continuing students may sign up for an installment payment plan beginning November 5, 2018. New students may sign up AFTER registering for classes. **Note: If you are enrolled in both the Spring 2019 Term and the Spring 2019 Extension Term, select only one payment plan to avoid paying the \$30.00 fee twice. DO NOT SIGN UP FOR BOTH PLANS.**

| <b>PLANS AVAILABLE</b>    | <b>Enrollment Dates</b>                                     | <b>Down Payment Due Upon Enrollment</b> | <b>Remaining Payments</b> | <b>Installment Payment Due Dates</b> |
|---------------------------|---|---|---------------------------|--------------------------------------|
| <b>4 Installment Plan</b> | <b>November 5, 2018 -<br/>December 14, 2018 at 4 pm HST</b> | <b>25%</b>                              | <b>3</b>                  | <b>Jan 15, Feb 15, Mar 15</b>        |
| <b>3 Installment Plan</b> | <b>December 15, 2018 -<br/>January 15, 2019 at 4 pm HST</b> | <b>33.33%</b>                           | <b>2</b>                  | <b>Feb 15, Mar 15</b>                |
| <b>2 Installment Plan</b> | <b>January 16, 2019 -<br/>February 15, 2019 at 4 pm HST</b> | <b>50%</b>                              | <b>1</b>                  | <b>Mar 15</b>                        |

View [UH FAQs for Student eCommerce Services](#) for additional information.

**UNIVERSITY POLICIES**

STUDENTS MUST PAY IN FULL OR ENROLL IN AN INSTALLMENT PAYMENT PLAN BY DECEMBER 14, 2018.

Students who cannot pay in full by **DECEMBER 14, 2018** have the option to enroll in an installment payment plan to prevent cancellation of their Spring 2019 registration. If you have been awarded **financial aid** for the current term (login to [MyUH](#) to see if you have an award for the Spring 2019 semester), you do not need to sign up for a payment plan by December 14. If you have met the terms of your awarded financial aid, your aid will automatically be applied as payment toward eligible charges. If a balance due remains on your account after financial aid begins to disburse funds on January 1, 2019, you may sign up for an installment payment plan by January 15, 2019.

- Students must be registered for the **Spring 2019** semester to sign up for a payment plan. **Students may not be able to sign up for a payment plan if there is a past due balance on their student account from a previous Fall or Spring term, or if there is a financial obligation hold on their account. Past due balances must be paid and financial obligation holds must be cleared prior to enrolling in a payment plan.**
- Enrollment in the payment plan will not result in the removal of any financial obligation hold.
- Only students with a minimum unpaid balance of \$300.00 may enroll in a payment plan.
- Once a student has enrolled in a payment plan, student is financially responsible for all charges incurred and the student will not be dis-enrolled from classes.
- Installment plan payments are [automatically scheduled](#) and [will be deducted from your designated account on the scheduled payment dates](#). Be sure to have sufficient funds available. **DO NOT MAKE A MANUAL PAYMENT** on or before the scheduled date to avoid double payments.
- Scheduled eCheck or eSavings payments to the University of Hawaii will be attempted **twice** before being returned from the maker's bank for any reason (e.g. insufficient funds, closed bank account, incorrect bank information), resulting in a \$25.00 returned payment charge. **DO NOT** issue a STOP PAYMENT. A stop payment is a returned payment, and it is not considered as an official drop from courses or withdrawal from the University. **Students should drop all classes before January 7, 2019 to avoid incurring financial charges.**
- Students who fail to make full payment for any reason (e.g. insufficient funds, invalid credit card or bank account number) by the last scheduled payment will: 1) be dis-enrolled from the payment plan; 2) have a financial hold placed on their student account, and 3) be notified that full payment must be received within 15 days or sanctions will be imposed. If full payment is not received, the student's account may be referred to a collection agency and other sanctions as defined in [Hawaii Administrative Rules, Chapter 20-10](#) will be imposed.
- All financial aid and scholarships received by the University shall be applied in full to a student's account balance at the time of receipt and the student's remaining payments in the plan will be reduced.
- Payment plans are not available to students whose account has been referred to the collection agency for unpaid balances from prior semesters.

**COST**

\$30 non-refundable fee per student per semester per plan to participate.

**The University reserves the right to change or delete, supplement or otherwise amend at any time and without prior notice the information, requirements and policies contained in this document.**