

GRADUATE & PROFESSIONAL PROGRAMS

Financial Aid and Student Financial Services Information

Suite 424 M

University Classroom & Business Building

Houston, Texas 77204

713-743-2062

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UH Email

Notifications regarding billing, financial aid, and important deadlines will be sent to your UH email. It is important you have this email set up and directed to your personal email so that you can ensure you receive important notices at all times. You are responsible for setting this up at the beginning of your program at Bauer.

Managing your UH Alias @ Account

To update your email account info, follow these steps:

1. Log onto your MyUH account.
2. Once logged in, select **UH Self-Service**.
3. Select **Campus Personal Information**.
4. Follow the instructions to update your phone number and email address. You must have at least an updated Destination address at which you can receive official UH email.
5. Your UH e-mail alias will now be set up to point to this address.

Financial Aid Office

The Bauer Graduate and Professional Programs Office is unique in that it houses a financial aid advisor within the office. The officer services only graduate business students and serves as an extension of the main campus financial aid office. Graduate business students should correspond directly with the Bauer financial aid advisor at all times. The Bauer graduate financial aid advisor, **Karina Galvan**, may be reached by email or phone.

The Application Process

At the beginning of every calendar year (January) you will complete a new FAFSA (Free Application for Federal Student Aid) for the following year. Remember, this is the application for loans and grants, not scholarships. This aid is based on your need as defined by the Department of Education.

- *For Fall 2019 and Spring 2020 you will need to complete FAFSA 2019-2020.*
- *The FAFSA will then come to UH: school code 003652.*
- *All loans available will be interest bearing unsubsidized loans with an interest of 6.6 %.*
- *You will be notified by UH email of your awards.*
- *Accept the awards on your PeopleSoft MyUH account.*

For Federal Loans:

You will need to complete a **Master Promissory Note and Entrance Counseling** only once during your education. Once you accept the aid, it will be applied to your bill for the appropriate semester and the Student Financial Services (billing) office will honor it as payment, but the money will actually pay into the account on the first day of the semester.

Submit questions to your Bauer Financial Aid Advisor to avoid any delays.

You will be notified by UH email of any missing items needed to complete your file. So long as your aid is accepted prior to the payment deadline, and it is enough to cover your bill, you will not need to make a payment.

The best way to make sure?

View your bill under “**Account Summary**” in your MyUH account and it will show you any balance due, or a negative amount if you’re expecting a refund.

Disbursement of Your Financial Aid

Since financial aid is federally regulated, you have to be enrolled in half time/part time to receive any aid. The government needs to see your enrolled (currently taking) a minimum of 5 hours of enrollment, actually STARTED, to release the financial aid funds to you.

- *If you are enrolled in less than 5 credit hours in session 1, your loans will NOT disburse until you begin the rest of your courses in session 2.*
- *So long as your total aid is enough to cover your classes, your payment for classes is secure, no need to worry about the payment.*
- *If you need the refund to pay for your books there is a book loan that can be applied to your account and it can be applied for by going into your MyUH account.*

Tuition and Fee Bills

UH Student Financial Services

- *UH Student Financial Services will notify you by UH email that your bill is ready. UH does not mail fee bills.*
- *If you have accepted your financial aid and it is equal to or more than your bill, you do NOT need to make a payment on the payment deadline.*
- *Payment deadline is usually one week before school starts. Your financial aid pays your account on the first day of school.*
- *If you do not pay your tuition and fee bill by the deadline, or accept your financial aid by that date, you will be dropped from your classes.*

You are responsible for making payment arrangements for your tuition regardless of your financial aid status.

There are payment plans available if you do not want financial aid. You can sign up for them in your PeopleSoft account under “**Student Financials.**”

Questions?

Please email your financial aid advisor, Karina Galvan at kegalvan@bauer.uh.edu.

Refund Policies

Refund policy is determined by Texas Statute, not by the university. Your refund will be based on the amount of tuition and fees charged. It is not based on the amount you have actually paid. If you drop a class or withdraw after the date determined by the State of Texas, you may not be eligible for a refund and will be responsible for the bill due.

What is a drop?

A drop is when you are enrolled in one or more classes, but drop one or more, but maintain enrollment in at least one course.

What is the last day I can receive a refund for a class if I decide to drop it?

Fall session 1, on or after September 05, 2019 no refund.

What is a withdrawal?

A withdrawal is when you drop all of your courses and are no longer enrolled in any courses for the semester, meaning you withdrew from the university that semester.

What is the last day I can withdraw from the semester and still receive a refund?

Session 1, by August 18, 2019 100% refund and on or after September 17, no refund.

Dates for each semester are posted on the UH Student Financial Services page prior to the beginning of each semester. It is your responsibility to be familiar with these dates each semester.

What about financial aid for summer school?

You will be notified by UH email in mid-April of each year by the Bauer Financial Aid Office when applications for summer financial aid are ready. The summer 2019 will also use your FAFSA 2019-2020 for eligible funding. Keep in mind your direct loan limit is \$20,500 for the YEAR (fall, spring and summer combined), so if you've used that up in the fall and spring, you'll have to take a private/PLUS loan for summer school.

How Do I Receive my Financial Aid Refund?

If you have a credit balance on your account as a result of financial aid "feeding" to your account; then that money will automatically generate a refund to you without any action on your part. If the credit balance on your account is created for another reason then you will need to sign in to your myUH self-service account and request the refund. For students who pay with credit card, their credit refund will apply back to the original card.

- Please refer to the **'Disbursement of Your Financial Aid'** for information on your enrollment.
- Direct deposit to a 3rd party bank.
- Instant refund to your One Account. Use the Higher One Card like a debit card within 48 hours.