

# Payment Procedures

Payments for tuition and fees can be made in full or in installments.

The procedures for Payment in Full are outlined below. For details on the Installment Payment Plan, please visit MyUH or go to <https://www.hawaii.edu/myuhinfo/payment-faqs/>

## For Payment in Full: MyUH Online Payments

- Log in to your MyUH account at [myuh.hawaii.edu](http://myuh.hawaii.edu)
- Click on "Pay Tuition and Fees" or search for it.
- From here, follow the directions to make a payment.

Tuition and fee payments can be made by:

**Online MyUH:** Pay by echeck, debit/credit card (MasterCard, VISA, or Discover only).

**Mail:** Make checks payable to "University of Hawai'i" and mail to: Leeward Community College, Cashier's Office, 96-045 Ala'Ike; Pearl City, HI 96782

Mailed payments must be RECEIVED by the appropriate deadline. You should allow a minimum of 5 days for delivery prior to the deadline. Do not use Campus Mail. To ensure proper crediting to your account, use the [Tuition Mail-In Remittance Form](#) in the Schedule of Courses. Write your student ID number on the bottom left of the check. Improperly completed remittance forms and checks may be returned to you unprocessed and will not be posted to your account.

**In-Person:** Pay by cash, personal check, money order, cashier's check, travelers check, or debit card (no in-person credit card payment) at: Leeward Community College Cashier's Office, lower level of the Administration Building

## National Service Trust/Americorp Recipients

Complete and submit your Americorp vouchers online at <https://my.americorps.gov>. The Financial Aid Office will certify your form. When payment is received, the Cashier's Office will post it to the student's account.

## Army Reserve Tuition Subsidy

The 9th RSC has received approval for the Pacific Reserve Education Program (PREP). Take your approved Form DA2171 to the Cashier's Office at least 10 working days before the appropriate payment deadline. You are responsible for paying any remaining tuition and fees not covered by PREP. Contact your Army Reserve unit commander for more information.

## National Guard Tuition Assistance

The Hawai'i National Guard Tuition Assistance Program is a reimbursement program. At the end of each semester, the National Guard will reimburse Guard members directly for tuition. Please contact your unit commanding officer for further information. Students are responsible for paying all tuition and fees by the appropriate payment deadline.

## Third Party Sponsor Scholarship Recipients

If your tuition is being paid by a third party sponsoring agency (e.g. World Health Organization, East-West Center, Alu Like, Vocational Rehabilitation, armed forces branch, State of Hawai'i Department of Education, etc.), you are required to turn in the appropriate forms to each individual campus for which you are registering. The sponsoring agency must submit the appropriate forms to each individual campus you are registering for. Your account information will be displayed on the Review My Charges/Make an Online Payment page. You are responsible to pay the remaining tuition and/or fees by the appropriate payment receipt deadline.

If the Cashier's Office does not receive a letter of financial guarantee, purchase order or authorization letter from you at least 5 working days prior to the appropriate payment deadline, you must pay for your own tuition and fees. When the sponsor sends payment for the tuition and fees, the University will process a refund. If you have questions or want to confirm that your sponsor has met University billing requirements, please call the Cashier's Office.

If the third party sponsoring agency does not make payment for your tuition for any reason after being billed by the University, you will be responsible for paying any unpaid balances on your student account. Failure to do so will result in sanctions for outstanding financial obligations being imposed on your student account.

### **Loan Deferments**

Submit loan deferment forms to National Student Clearinghouse at 2300 Dulles Station Blvd, Suite 300, Herndon, VA 20171 after tuition and fees are paid.

### **Hope Scholarship and Lifetime Learning Tax Credits**

The U.S. Congress established federal tax credits for qualified college tuition and related expenses under the Taxpayer Relief Act of 1997. Information about the Hope and Lifetime Learning tax credits as well as other education related tax credits can be found at [https://manoa.hawaii.edu/records/tax\\_info.html](https://manoa.hawaii.edu/records/tax_info.html) or by contacting your tax advisor.

All students, except non-resident aliens, who attended a University of Hawai'i campus during the 2020 calendar year and were billed for qualified tuition and related expenses from January 1 to December 31, 2020, will receive a 1098-T tax form electronically. This form will reflect amounts billed (not paid) for qualified tuition and related expenses and amounts paid for scholarship and grants during the 2020 calendar year.

The 1098T form will be available no later than January 31, 2021, as required by the Internal Revenue Service (IRS). This important tax document must have your current Permanent Address. Please update your Permanent Address on file at the Admissions and Records Office by either one of the following methods:

- By mail: Send a letter of the permanent address to Admissions and Records Office, 96-045 Ala'iike, AD-220, Pearl City, HI 96782
- In person: Request to fill out the "Student Data Change Form."

Note: You must provide your Social Security Number to the University. The Taxpayer Relief Act of 1997 requires the University to collect and use students' Social Security Numbers or Individual Taxpayer Identification Numbers (ITINs) to report qualified tuition and related expenses billed to students and scholarship and grant payments made to students to the IRS each year. All student information is protected under the Family Educational Rights and Privacy Act (FERPA).