FINALIZE REGISTRATION

Finalizing registration can now be done completely on-line, which allows you to finalize early and avoid long lines at the cashier's window.

The student is responsible for finalizing his/her balance, either with 100% approved and awarded financial aid, paying in full, or setting up the payment plan in through HPU Gateway. Students MUST finalize in one of these ways before classes start to avoid the risk of being removed from classes.

HPU will no longer mail statements, but statements are available on-line for each semester. An email will be sent to the student when a statement is available for viewing. Student balances can be viewed anytime via the HPU Gateway, so waiting for a statement to view your balance is no longer necessary.

Students MUST set up a Parent Pin in the payment tab, to allow parents to plan payments or view balances/statements in the HPU Gateway.

Beginning with spring, 2017, HPU has moved away from Tuition Management Systems as a payment plan provider. HPU has partnered with CashNet. to offer an on-line payment plan that integrates with your student account, so that payments made are credited in real time. Any changes made by the student resulting in charges/payment will automatically change the payment plan balance.

STEPS TO FINALIZE REGISTRATION:
- ❖ Go on- line via the HPU Gateway to schedule classes
- ❖ Log in to your HPU Gateway account
- ❖ View your "Student Statement"
- ❖ If balance is -0-, or a credit balance is shown - no action necessary
- ❖ If balance due - pay in full or set up payment plan via HPU Gateway
- ❖ If payment plan is needed, follow these steps to get it set up:
- ❖ Go to the "Finances" tab, click "Make a Payment" and "View Details" On the "Finances" tab, click "Make Payment"
- ❖ Choose "Installment Payment Plan" to enroll for the spring semester
- ❖ If you have any questions, or need assistance with any of these steps, please call the Business Office at 325-649-8053 or 325-649-8013.