

	Amount	Instructions
A. Actual Charges Posted	\$	Find Actual Charges Posted by logging into the myHPU Payment Portal and clicking on "Activity Details." Add up the amounts in the Charges column for the term you are calculating. Depending on timing, this could be under "Future Term Charges & Payments" or "Current Term Charges & Payments."
B. Charges Not Yet Posted	\$	<p>Compare Actual Charges Posted against your total enrollment plans. Do you still need to add more courses? Are your HPU Housing or Meal Plan charges already on your account, or not? Your balance may increase or decrease if there are changes to your classes or your status as a full- or part-time student or if you expect Housing or other costs to apply that are not yet present. Compare to the Tuition & Fee schedule for your program of study to determine whether Tuition & Fees charged match your enrollment plans.</p> <p>If your charges do not accurately represent what you will pay when you become full time or fully registered, or when Housing or Meal Plan costs are added to your account, add the difference here. If you are fully registered and not expecting any additional charges, you do not need to enter any amounts here.</p>
C. TOTAL EXPECTED CHARGES	\$	Add B & C. This equals your TOTAL EXPECTED CHARGES.
D. Authorized Credits	\$	<p>Find Authorized Credits by logging into the Payment Portal and clicking on "Activity Details."</p> <ol style="list-style-type: none"> Add the amount in "Future Term Pending Financial Aid" line, if any Add the amounts in the Credits column for the term you are calculating. Depending on timing, this could be under "Future Term Charges & Payments" or "Current Term Charges & Payments." <p>This amount will include any fully approved financial aid amounts (loans, scholarships, grants), discounts, tuition authorization payments, and other reductions to your balance owed that are posted or ready to post to your account. It will account for any unapplied Enrollment Deposits and payments you already made. Review this amount carefully.</p>
E. Expected Credits – Not Yet Authorized	\$	Review the amounts you entered for Authorized Credits . You may be expecting credits not yet applied to your account in this section. Refer to any award letters, loan approvals, benefits documents, or other supporting documentation. Enter these amounts here, if applicable. <i>IMPORTANT: Because these amounts are not yet approved and ready to post to your account, it may be that you need to take action to ensure they are fully authorized. In other words, the scholarship, loan, tuition assistance, etc. might be waiting on you to be processed. It is your responsibility to ensure you have completed any requirements needed to have these amounts processed. Allow 1-2 weeks after you have completed all required steps for the amount to post.</i>
F. TOTAL EXPECTED CREDITS	\$	Add D & E. This equals your TOTAL EXPECTED CREDITS.
G. EXPECTED AMOUNT OWED	\$	Subtract F. Total Expected Credits from C. Total Expected Charges. This is your EXPECTED AMOUNT OWED. Pay this amount by the Tuition Payment Deadline (or sign up for a Payment Plan). If this amount is less than or equal to \$0.00, you do not need to make a payment as you may be eligible for a refund. However, you do need to ensure you have completed all requirements to have E. Expected Credits – Not Yet Authorized post to your account. We also recommend you sign up for eRefund in the event a refund is owed to you. View hpu.edu/refunds for more info.