Repayment of Departmental Scholarship Paid with SC Voucher

On rare occasions students may attempt to return scholarship funds to the university. When the original scholarship/award was made on an SC Voucher, please use the following as a guide to ensure that both the general ledger and the student’s account remains accurate and in balance.

1. Please instruct students that funds can be returned by making an online payment on their account through access.uh.edu. If the student is physically present when requesting to return funds, please instruct them to make a payment to their account online or to visit the Welcome Center cashiers.
2. In the event payment is received by mail, the payment must be remitted to Student Business Services Welcome Center cashier’s for posting.

Note: Remit funds in compliance with Manual of Administrative Procedures Finance and Accounting Check and Cash Management Rules.

1. In order to reverse the student award a new SC Voucher must be prepared using the standard process as attached.
	1. In the transaction description, please reference the original SC voucher.
	2. Please submit the completed SC Voucher through workflow. Student Business Services will post the payment reversal to the student account.

If the scholarship was awarded via a memo to Scholarships and Financial Aid (SFA), follow Steps 1 and 2, but do not prepare an SC Voucher – instead, contact the Office of Scholarships and Financial Aid to have the scholarship reversed.

If you have questions, please contact Student Business Services, Andy Startz at 832-842-5886 or Nancy Tran at 832-842-9127.