

02.07 Withdrawal and Refund

I would like to stop attending the Language and Culture Center (LCC). What should I do?

Contact the LCC Counseling Team immediately. You must meet with the Director of the LCC in person to withdraw officially from the LCC.

I have not attended any LCC classes or paid anything. Do I still owe anything?

Yes. Once registered for the LCC, you will be charged for the full LCC tuition and fees. Payment is due upon registration. You will be responsible for the payment even though you will not attend (or have not attended) any LCC classes.

Will I receive a refund?

It depends. If you have not paid, the LCC will remove charges based on the schedule below. If you have paid, the LCC will issue a refund according to the schedule. The application fee and the late registration fee will be nonrefundable.

Time of Withdrawal	Refund Amount
Check-In Week	100%
Week 1 of classes	75%
Week 2 of classes	50%
Week 3 of classes, and after	No refund

I was charged for AcademicBlue, the University of Houston Student Health Insurance Plan. May I keep it?

It depends. To maintain coverage by AcademicBlue, you must actively attend LCC classes for at least the first 31 days of each coverage period unless your withdrawal is due to an injury or a sickness. Also, the absence must be an approved medical leave. Contact the Counseling Team for further details.

How will I receive a refund?

Visit the LCC office located in room 116 of the Roy Cullen Building and ask about refund. It may take 15 business days for you to receive a refund.

- If you paid by credit card, the refund will apply to that card.
- If you paid by cash, check, money order, or cashier's check, follow the instructions below:
 1. Receive an access code from BankMobile via email.
 2. Follow email instructions, and create a BankMobile account.
 3. In your BankMobile account, set up direct depos*it to US checking or savings account. Otherwise, a check will be sent to the mailing address in your myUH account.

Contact

Language and Culture Center

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🌐 LCC.uh.edu

📞 (713) 743-3030

✉️ LCC@uh.edu

Office of Student Business Services

📍 4400 University Drive, 124 Welcome Center, Houston, TX 77204

UNIVERSITY of **HOUSTON**

LANGUAGE and CULTURE CENTER

📞 (713) 743-1010, option 6

✉ bursar@uh.edu

BankMobile

🌐 bankmobilevibe.com

📞 877-327-9515