NEW STUDENT ORIENTATION

STUDENT BUSINESS SERVICES
J.C. KELLAM BUILDING
ROOM 188
PHONE: 512.245.2544
EMAIL: CASHIERS@TXSTATE.EDU
WEBSITE: WWW.SBS.TXSTATE.EDU
## OVERVIEW

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FUNCTIONS

Billing and Payment
- Tuition, Fees, Room and Board
- Payment Plan Enrollment
- Emergency Loan Program
- Short-Term Loan

Tuition Adjustments
- Texas Tomorrow Fund
- Texas Promise Fund
- Tuition Waivers/Exemptions

Refunds
- Student and financial aid refunds
- Encourage direct deposit sign-up (fastest way to receive a refund)
TUITION & MANDATORY FEE RATE OPTIONS

1. Traditional Tuition Rates
   - Defaulted rates
   - Tuition and Fees subject to change by legislative or Board of Regents

2. Guaranteed Price Plan
   - Optional fixed tuition and mandatory fees
   - 12 consecutive semesters
   - Incoming degree seeking, undergraduate, Texas Residents
   - Must Opt-In by 12th class day of fall/spring terms and 4th class day for summer

How to learn more?
   - Guaranteed Price Plan page on the Student Business Services website
   - Frequently Asked Questions available
   - Review archived tuition rates
## SEMESTER COST ESTIMATE

Example semester cost based on Fall 2022 rates for 15 credit hours

<table>
<thead>
<tr>
<th></th>
<th>Texas Resident</th>
<th>Non-Resident</th>
<th>Guaranteed Price Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition &amp; Fees 15 Hrs.</td>
<td>$5,925.50</td>
<td>$12,045.50</td>
<td>$6,388.70</td>
</tr>
<tr>
<td>Room (Traditional)</td>
<td>$3,026.00</td>
<td>$3,026.00</td>
<td>$3,026.00</td>
</tr>
<tr>
<td>Meal Plan (Bronze Plan)</td>
<td>$1,390.00</td>
<td>$1,390.00</td>
<td>$1,390.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$10,341.50</strong></td>
<td><strong>$16,461.50</strong></td>
<td><strong>$10,804.70</strong></td>
</tr>
</tbody>
</table>

**NOTE:** Room & Board are **not** included in the Guaranteed Price Plan
Student emails their ID A# and **signed** copy of Texas Tomorrow card to tuiassist@txstate.edu

SBS will automatically enter benefit to the student’s account for Fall and Spring

Students who wish to use TGTP for Summer **must** email tuiassist@txstate.edu and request the benefit to be applied

**NOTE:** Texas Tomorrow does **not** cover some fees, such as: Dorm, meal plan, electronic course fee, lab fee
- Purchaser of the fund must contact TTPF **EACH** semester to authorize benefit
- TTPF notifies the university of approved benefits
- Please contact TTPF as early as possible to allow for processing time and avoid delays
- NOTE: Certain fees may not be covered. Please review the account each semester to pay any unpaid fees
529 PLANS AND TRUST PAYMENTS

- Many plans require an official statement of the student’s bill and class schedule.
- Fall statements will be available August 1st. A real-time statement can be generated on demand for any registration changes.
- Contact your 529 administrator to learn more about the procedure and processing time.
- In most plans, the 529 administrator will send a check directly to Texas State. Make sure the check includes the student’s A# ID.
- Payment **must be received** by August 18th.
- Visit the VA office website [va.txstate.edu](http://va.txstate.edu)
- Submit all documents via their certification request system
- Start the process as soon as possible!
- VA will contact us when benefit is approved, we apply benefits the same day
- Contact their office with any questions about your benefits or the process
  - [veteransaffairs@txstate.edu](mailto:veteransaffairs@txstate.edu)
  - 512-245-2641
ELECTRONIC BILLING

Fall 2022 Bills

- Available August 1st
- Bills will be available for viewing on the Payment Portal

Notifications

- Sent to BobcatMail (Texas State Email)
- Set up alternate email address and sign up for text message notifications in Payment Portal
- Designate Authorized User access for statement notifications, account balance, and payment options
- We will only send emails if **action is required**
PAYMENT METHODS

- Online eCheck payments at no additional cost
- Online Credit/Debit card payments, with a convenience fee of 2.85%
- Online International Wire Payments

Paper Check, Money Order, or Cashier’s Check via the following (include student ID number):

Mail:
Texas State University
Student Business Services
601 University Dr., JCK 188
San Marcos, TX 78666

Dropbox located outside of the Student Business Services’ lobby

Cashier windows during normal business hours, Monday – Friday from 8:00am – 5:00pm
PAYMENT PLAN

- Splits the semester bill into 4 installments of 25%
- $30 payment plan fee
- First installment due **August 18**th for class confirmation. FA will credit directly to this amount
- Other 3 installments to be due over the course of the semester
- Available when billing begins **August 1**st
EMERGENCY LOAN

- Covers the 25% down payment of total semester bill to confirm classes
- Allows time for benefits to apply if there is a delay
- Automatically enrolled into payment plan
- $30 payment plan fee | 1.25% origination fee
- Loan amount is divided into the 3 remaining installments
- Online application available on August 13th
SHORT TERM LOAN

- Borrow up to $550.00 for related expenses
- $5.00 origination fee
- Online application available on:
  - August 13th
- Loan is due on the final due date of the term:
  - November 10th
FALL 2022 PAYMENT DEADLINE

All payments are due by:

Thursday, August 18, 2022

*** Payment action must be taken to avoid course cancellation ***
ACCESSING THE BILLING AND PAYMENT SITE
ACCESSING THE BILLING AND PAYMENT SITE

Click the ‘Current Students’ link then select ‘Pay Tuition’
Accessible from the Texas State homepage
STUDENT LOGIN

Pay Tuition and Fees
After logging in below, you’ll be able to:
- Make tuition and fee payments
- Enroll in a payment plan
- Pay for room and board

Preferred browsers to access the Payment Portal are Mozilla Firefox or Internet Explorer.

Students
Click below if you are a registered student making your own payment.

Parents and Authorized Users
Click below if you are an authorized user making a payment on behalf of a registered student.

STUDENT PAYMENT PORTAL
AUTHORIZED USER PAYMENT PORTAL

Utilize NetID and Password to login

Use of computer and network facilities owned or operated by Texas State University requires prior authorization. Unauthorized access is prohibited. Usage may be subject to security testing and monitoring, and affords no privacy guarantees or expectations except as otherwise provided by applicable privacy laws. Abuse is subject to criminal prosecution. Use of these facilities implies agreement to comply with the policies of Texas State University.

Billing and Payment Site Homepage

Announcement
Welcome to the SBS Bill and Payment application!

Bills for summer 2018 will be available May 1, 2018. Payment is due by 5 pm, May 31, 2018.

Financial Aid refunds will be processed on Wednesdays. Please allow 24 to 72 hours for your funds to be available.

If your financial aid is not

[Application details and options]

My Account
Make Payment
Payment Plans
Refunds
Help

My Profile Setup
- Authorized Users
- Payment Profile
- Electronic Refunds
- Notifications
- Term Balances
Add an alternate e-mail address and sign up for text message notifications to ensure that you do not miss important billing information.

Add an authorized user(s) to view student account information and/or make payments.

Save time when making payments by setting up a preferred payment.

Sign up for direct deposit (eRefunds) to have residual funds be directly deposited to your bank account.
AUTHORIZED USER LOGIN

Pay Tuition and Fees
After logging in below, you’ll be able to:
- Make tuition and fee payments
- Enroll in a payment plan
- Pay for room and board
- Print electronic statements
- Review account charges
- Sign up for electronic refunds

Preferred browsers to access the Payment Portal are Mozilla Firefox or Internet Explorer.

Students
Click below if you are a registered student making your own payment.

Parents and Authorized Users
Click below if you are an authorized user making a payment on behalf of a registered student.

BILLING AND PAYMENT PORTAL HOMEPAGE

Welcome to Texas State University Student Account Website!
Students: Click here to login

Welcome to the SBS Bill and Payment application!
Texas State University has partnered with Western Union Business Solutions to offer a better way to send internal funds to pay for your tuition and fees. For more information go to the SBS Website.

Payment plan is required.
Payment for summer 2020 is due by May 28, 2020. A payment plan is available.
Fall 2020 bills will be available the first week of August.

NOTE: Students must grant permission to parents, guardians, or employers through the student’s authorized user process through the account suite.

Website Features:
- Check your balance
- Make a payment
- Enroll in a payment plan
- View your account and payment history, including current and prior billing statements
- Sign up for eRefunds (direct deposit)

Instructions on how to grant authorized user access, make payments, enroll in a payment plan, and sign up for direct deposit can be found on the Student Business Services website.

The payment site is not available from 10:00 p.m. to midnight daily due to maintenance.
FERPA AUTHORIZATION

- Separate from authorized user
- Required to discuss account specifics
- Set up through the Bobcat Family Portal
- More information can be found on the University Registrar’s Website
Student Business Services

www.sbs.txstate.edu
cashiers@txstate.edu
512-245-2544
Don’t forget!

Fall 2022

Payment Deadline:

Thursday, August 18, 2022
Thank you