

Billing Information

- All bills are sent electronically.

Payment Options

The below payment options are available each term. One option must be taken before the initial registration payment due date.

- Payment for tuition, fees, room, and board in full.
- Enrollment in a payment plan.
- Apply for an Emergency Loan Plan

Payment Methods

The following methods of payment are available:

- Cash
- Check (on-line and in person @ Cashier's windows)
- Debit/Credit Card w/ 2.75% non-refundable convenience fee (**accepted on-line only**)

Additional Information

- After the initial financial aid disbursement, refunds are processed every Monday.
- Student Business Services processes the Exemptions and Waivers for Texas State University.

***More information about the above information can be found at sbs.txstate.edu**



Student Business Services

Hours: Mon-Fri 8am-5pm

J.C. Kellam Room 188

601 University Drive

San Marcos, Texas 78666

Ph: 512-245-2544

Fx: 512-245-8812

cashiers@txstate.edu

***“Outstanding Support and Service:
Working Together for Texas State.”***

- SBS Vision Statement



**TEXAS STATE
UNIVERSITY**
Student Business Services

Important Billing Dates

- Fall 2017 bills will be available August 1, 2017
- Fall 2017 payments are due by 6 p.m. on August 24, 2017
- Financial aid disburses on August 18, 2017
- The Emergency Tuition Loan and Short Term Loan become available August 19, 2017
- If you enroll in a payment plan, the installments are as follows:
 - ⇒ 30% due on day of enrollment (must enroll by August 24, 2017 @ 6)
 - ⇒ 35% due October 6, 2017
 - ⇒ 35% due November 3, 2017

Accessing Your Student Account

- Go to the Student Business Services homepage, www.sbs.txstate.edu.
- Click on the maroon 'Pay Tuition' button in the center of the page.
- To log in to your account, you will click on the blue wording 'Students: Click this link to login.'
- Enter your netID and password and select 'Login.'
- Please note: when you log out of your account, you will need to select 'Log Out' in the top right hand corner. Additionally, you will need to select the 'Click Here' option on the next screen to fully close out of your account.

Enrolling In A Payment Plan

- Log into your student account.
- Click on the 'Payment Plans' tab.
- Click 'Enroll Now.'
- Click the arrow for the drop down box and select the term. Click 'Select.'
- Read through the payment plan information. Click 'Continue.'
- Click 'Display Payment Schedule' to review down payment and installments amounts.
- If you are in agreement, check 'I agree' and click 'Continue.'
- Select Payment Method and follow the prompts to make the down payment.
- Continue until payment process is complete.

Setting Up Direct Deposit

- Log into your student account.
- Click on the 'eRefunds' tab.
- Click 'Setup Account.'
- Enter Account type for refund. *Checking or Savings only.*
- Fill in remaining boxes with Bank Account information.
- Name Account and click 'Continue.'

Making A Payment

- Log into your student account.
- Click on the 'Make A Payment' button.
- In the box labeled, 'Pay by Term,' click the term you wish to make a payment on.
- Click 'Select Payment Method' and select one of the available options. *E-check or Credit Card via Paypath.*
- Complete the payment information boxes and select 'continue.'
- Review your payment information in detail. Click 'Submit Payment.' Print confirmation receipt for your records.

Authorizing A User

- Log into your student account.
- Click on the 'My Account' tab.
- Click on the 'Authorized User' sub tab .
- Enter the new user's email address. Answer Yes or No for desired access.
- Click 'Continue.'
- Read the agreement and click 'I agree.'
- Click 'Continue.'