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 Wednesday.
- 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

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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

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

- SBS Vision Statement
Important Billing Dates

- Spring 2018 bills will be available December 1, 2017
- Spring 2018 payments are due by 6 p.m. on January 11, 2018
- Financial aid begins disbursing on January 6, 2018
- The Emergency Loan and Short Term Loan become available January 8, 2018
- If you enroll in a payment plan, the installments are as follows:
  ⇒ 30% due on day of enrollment (must enroll by January 11, 2018 @ 6:00 p.m.)
  ⇒ 35% due March 2, 2018
  ⇒ 35% due April 6, 2018

Viewing Your Student Account

- Click on the maroon ‘Student Payment Portal & Direct Deposit Sign-up’ button on the left of the page.
- 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 ‘Enroll in Payment Plan’ option on the main page.
- Click on the drop down box and select the term. Click ‘Select’
- Click on ‘Details’ and read through the payment plan information. Click ‘Select’
- Review down payment and installment amounts. Available credits on the account will reflect in the ‘Payment Schedule.’
- Indicate whether to establish automatic payments for future installments and click ‘Continue.’
- Select Payment Method and follow the prompts to make the down payment.
- Continue until payment process is complete.
- If you are in agreement, check ‘I agree’ and click ‘Continue.’

* Financial Aid recipients should not enroll in a payment plan prior to aid disbursement.

Setting Up Direct Deposit

- Log into your student account.
- Click on the ‘Refunds’ tab or the ‘Electronic Refunds’ option on the right.
- 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 ‘I would like to pay’ dropdown
- Determine what option is best. Note: Current account balance will reflect total for the current term only.
- Click ‘GO’
- 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

Authorizing A User

- Log into your student account.
- Click on the ‘Authorized User’ tab on the right.
- Click on the ‘Add Authorized User’ on the right.
- Enter the new user’s email address. Answer Yes or No for desired access.
- Click ‘Continue’ to proceed to the Agreement to Add Authorized User.