

Billing Information

- All bills are sent electronically to the student's Texas State email and any authorized users and alternative emails designated through the Billing and Payment site (www.sbs.txstate.edu).

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/ 2.85% 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**

*Once a Bobcat,
always a Bobcat*



Download the Texas State app for access to bill and payment information, TRACS, shuttle service and so much more!

Student Business Services
Hours: Mon-Fri 8am-5pm
J.C. Kellam Room 188
601 University Drive
San Marcos, Texas 78666
Ph: 512-245-2544
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 2018 bills will be available August 1, 2018
- Fall 2018 payments are due by 6 p.m. on **August 23, 2018**
- Financial aid begins disbursing on August 17, 2018
- The Emergency Loan and Short Term Loan become available August 18, 2018
- If you enroll in a payment plan, the installments are as follows:
 - ⇒ 30% due on day of enrollment (must enroll by August 23, 2018 @ 6:00 p.m.)
 - ⇒ 35% due October 5, 2018
 - ⇒ 35% due November 2, 2018
- ♦ All of the following instructions must be completed via the Billing and Payment Site (www.sbs.txstate.edu) **NOT** Catsweb.

Viewing Your Student Account

- Go to the Student Business Services homepage, www.sbs.txstate.edu.
- 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 (www.sbs.txstate.edu).
- 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.'
- 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 (www.sbs.txstate.edu).
- 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.

Making A Payment

- Log into your student account (www.sbs.txstate.edu).
- 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 'Continue'
- 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.'

Authorizing A User

- Log into your student account (www.sbs.txstate.edu).
- Click on the 'Authorized User' tab 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.
- If you are in agreement, check 'I agree' and click 'Continue.'