

Billing Information

All bills are sent electronically to the students' Texas State email and any authorized users and alternative email designated through the [Billing and Payment Site](#).

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:



Online eCheck payment at no additional cost



Online debit/credit card with a 2.85% non-refundable convenience fee (**accepted online only**)



Check, money order, or cashier's check may be mailed, taken to the drop box located outside the SBS lobby, or presented in-person at the cashier windows



International Bank Wire

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 regarding the above can be found at sbs.txstate.edu

[How to Instructions](#) are available!

*Once a Bobcat,
always a Bobcat*



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

Student Business Services
Hours: Monday-Friday, 8:00am-5:00pm
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

Summer 2021:

- Summer bills will be available May 3.
- Summer payments are due by **May 27**.
- Visit the [Summer Financial Aid](#) webpage for disbursement dates.
- The Emergency Loan and Short Term Loan become available on May 24, 2021.
- If you enroll in a payment plan, the installments are as follows:
 - ⇒ 50% due on day of enrollment (must enroll by May 27, 2021)
 - ⇒ 50% due July 22, 2021

Fall 2021:

- Fall bills will be available August 2.
- Fall payments are due by **August 19**.
- Financial aid begins disbursing on August 13, 2021.
- The Emergency Loan and Short Term Loan become available on August 14, 2021.
- If you enroll in a payment plan, the installments are as follows:
 - ⇒ 25% due on day of enrollment (must enroll by August 19, 2021)
 - ⇒ 25% due September 16, 2021
 - ⇒ 25% due October 14, 2021
 - ⇒ 25% due November 11, 2021

*** 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 at www.sbs.txstate.edu.
- Click on the maroon 'Student Payment Portal & E-Refunds' button on the left of the page.
- Enter your NetID, password, and select 'Login'.

*** Note: To log out of your account, select 'Log Out' in the top right-hand corner, and select the 'Click Here' option on the next screen to fully close out of your account.**

Authorizing a User

- Log in to the Student Payment Portal through the [Billing and Payment Site](#).
- Click on the 'Authorized Users' tab on the right.
- Enter the new user's email address and answer 'Yes' or 'No' for the desired access.
- Click on 'Continue' to proceed to the Agreement to Add Authorized User.
- If you are in agreement, check 'I agree' and click 'Continue'.

Making a Payment

- Log in to the Payment Portal through the [Billing and Payment Site](#).
- Select an option from the 'I would like to pay' drop-down list.
- Determine what option is best. Note: Current account balance will reflect total for the current term only.
- Click on 'Continue'.
- Click on 'Select Payment Method' and select one of the following available options: electronic check, credit card via Paypath, or international bank wire.
- Complete the payment information boxes and select 'Continue'.
- Review your payment information in detail, and click 'Submit Payment'. *Print confirmation receipt for your records.

Setting Up Direct Deposit

- Log in to the Payment Portal through the [Billing and Payment Site](#).
- Click on the 'Refunds' tab or the 'Electronic Refunds' option on the right.
- Click on 'Set up a new account'.
- Enter account type for refund (checking or savings only).
- Fill in the remaining bank account information.
- Name the account and click 'Continue'.

*** You will need your bank routing number and account number to set up direct deposit. This information can be obtained from your banking institution.**

Enrolling in a Payment Plan

- Log in to the Payment Portal through the [Billing and Payment Site](#).
- Click on the 'Enroll in Payment Plan' option on the main page.
- Click on the drop-down list and select the term, then click 'Select'.
- Click on 'Details' and read through the payment plan information, then 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.**

Apply for the Emergency Loan

- Go to the [Emergency and Short Term Loan](#) webpage.
- Click on 'Apply for Emergency Loan' and log in with your NetID and password.
- Read through the loan guidelines and eligibility criteria, then click 'Check Eligibility'.
- If you are eligible, read through the Terms and Conditions.
- If you agree to the terms, click 'I agree' and then 'Electronic Signature'.
- You are now done and may exit the Emergency Loan Plan application.

*** You will be automatically enrolled into the payment plan beginning on the 13th class day of the fall/spring and 5th class day of the summer term.**



Save the
Dates!

Be
Proactive!

Eat 'em
up, Cats!