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

**How to Instructions** are available!

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**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

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

- SBS Vision Statement

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**TEXAS STATE UNIVERSITY**

Student Business Services
Important Billing Dates

- Spring 2021 bills will be available December 1.
- Spring 2021 payments are due by **January 14**.
- The Emergency Loan and Short Term Loan become available on January 10, 2021.
- If you enroll in a payment plan, the installments are as follows:
  - 25% due on day of enrollment (must enroll by January 14, 2021)
  - 25% due February 11, 2021
  - 25% due March 11, 2021
  - 25% due April 8, 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’.
- 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.

Authorizing a User

- Log in to the 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’.

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.

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.

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.

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.