

## 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](http://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 at the Cashier's windows)
- Debit/Credit Card with a 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 can be found at [sbs.txstate.edu](http://sbs.txstate.edu)**

How to Instructions can also be found at <https://www.sbs.txstate.edu/students/How-to-Instructions.html>

*Once a Bobcat,  
always a Bobcat*



Download the Texas State app for access to billing 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](mailto:cashiers@txstate.edu)

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

*- SBS Vision Statement*



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**TEXAS STATE  
UNIVERSITY**

**Student Business Services**

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## Important Billing Dates

- Fall 2020 bills will be available August 3, 2020
- Fall 2020 payments are due on **August 20, 2020**
- Financial aid begins disbursing on August 14, 2020
- The Emergency Loan and Short Term Loan become available August 15, 2020
- If you enroll in a payment plan, the installments are as follows:
  - ⇒ 25% due on day of enrollment (must enroll by August 20, 2020)
  - ⇒ 25% due September 17, 2020
  - ⇒ 25% due October 15, 2020
  - ⇒ 25% due November 12, 2020
- ♦ All of the following instructions must be completed via the Billing and Payment Site ([www.sbs.txstate.edu](http://www.sbs.txstate.edu)) **NOT** Catsweb.

## Viewing Your Student Account

- Go to the Student Business Services homepage, [www.sbs.txstate.edu](http://www.sbs.txstate.edu).
- Click on the maroon 'Student Payment Portal & E-Refunds' 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.

## Authorizing a User

- Log into your student account ([www.sbs.txstate.edu](http://www.sbs.txstate.edu)).
- Click on the 'Authorized Users' 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.'

## Enrolling in a Payment Plan

- Log into your student account ([www.sbs.txstate.edu](http://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](http://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.
- Name 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 into your student account ([www.sbs.txstate.edu](http://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.'
- Review your payment information in detail. Click 'Submit Payment.' Print confirmation receipt for your records.

## Apply for Emergency Loan Plan

- Go to <http://www.sbs.txstate.edu/students/ETL-STL.html> 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.**