

## 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](http://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](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

### Summer 2022:

- Summer bills available May 2.
- Summer payments are due by **May 26**.
- Visit the [Summer Financial Aid](#) webpage for disbursement dates.
- The Emergency Loan and Short Term Loan become available on May 23, 2022.
- If you enroll in a payment plan, the installments are as follows:
  - ⇒ 50% due on day of enrollment (must enroll by May 26, 2022)
  - ⇒ 50% due July 21, 2022

### Fall 2022:

- Fall bills will be available August 1.
- Fall payments are due by **August 18**.
- Financial aid begins disbursing on August 12, 2022.
- The Emergency Loan and Short Term Loan become available on August 13, 2022.
- If you enroll in a payment plan, the installments are as follows:
  - ⇒ 25% due on day of enrollment (must enroll by August 18, 2022)
  - ⇒ 25% due September 15, 2022
  - ⇒ 25% due October 13, 2022
  - ⇒ 25% due November 10, 2022

\* 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!