

# **PAYING YOUR BILL**



**STUDENT BUSINESS SERVICES**  
**SPRING 2024**

# OVERVIEW

- **Functions**
- **Tuition Rates**
- **Electronic Billing**
- **Payment Deadline**
- **Payment Plan**
- **Financial Aid Disbursement**
- **Payment Methods/Options**
- **Emergency Loan/Short Term Loan**
- **Accessing the Payment Portal**



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# FUNCTIONS



## Billing and Payment

Tuition, Fees, Room and Board

Payment Plan Enrollment

Emergency Loan

Short Term Loan



## Tuition Adjustments

Pre-Paid Plans

Non-Resident Waivers

Tuition Exemptions



## Refunds

Overpayments

Financial Aid Refunds

Parent PLUS Loan Refunds

A vibrant university campus scene featuring a large yellow text overlay. The background shows a multi-story building with a red-tiled roof and arched windows on the left, and a courtyard with students walking on the right. The sky is blue with light clouds. In the foreground, there are green bushes and a metal railing.

# **BILLING & PAYMENTS**

# TUITION AND FEE RATE OPTIONS

## ▪ Traditional Tuition Rates

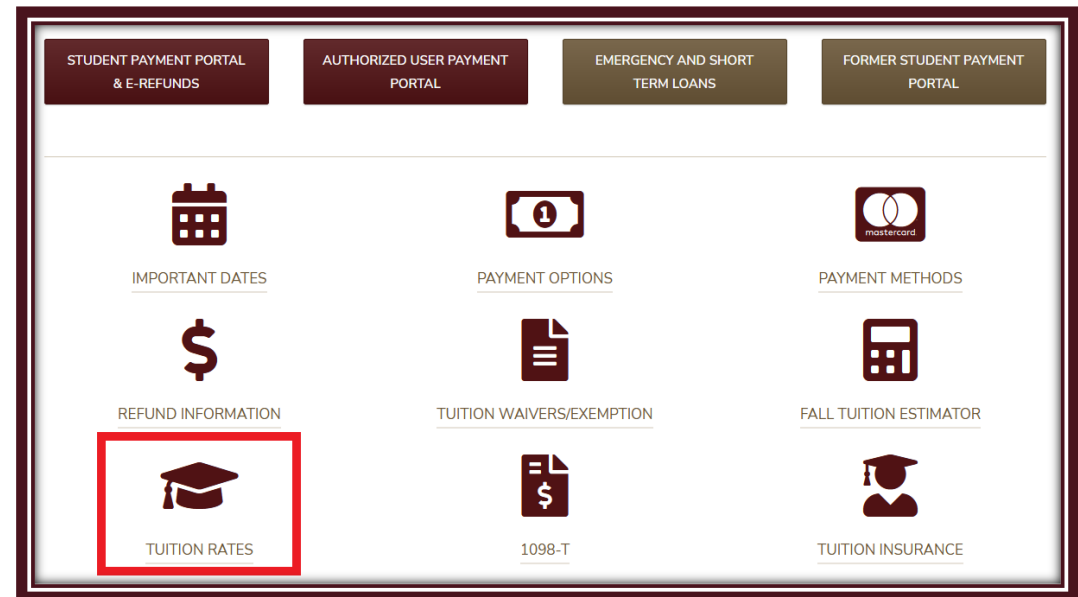
- Default rate
- Tuition and fees subject to change by legislature or Board of Regents
- Currently in a tuition freeze until August 2025

## ▪ Guaranteed Price Plan

- Optional fixed tuition rate
- 12 consecutive semesters
- Incoming degree seeking, undergraduate, Texas residents
- Must opt-in by 12<sup>th</sup> class day

## ▪ How to Learn More

- View tuition rates on [SBS website](#)
- FAQ available
- Review archived rates to compare



# SEMESTER COST ESTIMATE

Example semester cost based on Spring 2024 rates for 15 credit hours

	Texas Resident	Non-Resident	Guaranteed Price Plan
Tuition and Fees	\$6,103.20	\$12,403.20	\$6,566.40
Room (Traditional)	\$3,300.00	\$3,300.00	\$3,300.00
Meal Plan (Bronze Plan)	<u>\$1,440.00</u>	<u>\$1,440.00</u>	<u>\$1,440.00</u>
<b>TOTAL</b>	\$10,843.20	\$17,143.20	\$11,306.40

**NOTE:** Room & Board are **not** included in the Guaranteed Price Plan

# Electronic Billing

## Spring 2024 Bills

- Available as soon as you register
- View your bill in the Payment Portal

## Billing Notifications

- Sent to BobcatMail (TXST Email)
- Set up alternate email and sign up for text notifications in Payment Portal
- Add an Authorized User to grant access to the Payment Portal and receive bill emails
- We will only send emails if **action is required**



**Student Business Services**  
 601 University Drive  
 J.C. Kellam Room 188  
 San Marcos, Texas 78666  
 Phone: 512-245-2544  
<http://www.sbs.txstate.edu>

STATEMENT DATE	DUE DATE	AMOUNT DUE
		\$-1,643.52

### Account Summary

CHARGES		CREDITS/ANTICIPATED CREDITS	
Fee - Athletics Fee	\$132.00	STUDENT GOVERNMENT SCHOLARSHIP	\$503.00
Fee - Computer Service	\$96.00	FED DIRECT LOAN - UNSUBSIDIZED	\$3,711.00
Fee - Electronic Course	\$300.00		
Fee - Environmental Service	\$1.00		
Fee - ID Service Fee	\$5.00		
Fee - International Education	\$3.00		
Fee - Library Fee	\$76.44		
Fee - Student Publication	\$8.00		
Fee - Student Service	\$60.00		
Fee - Student Success Fee	\$105.00		
Registration Tuition	\$1,784.04		
<b>Total Charges: \$2,570.48</b>		<b>Total Credits/Anticipated Credits: \$4,214.00</b>	

PREVIOUS BALANCE	CURRENT TERM CHARGES	CURRENT TERM CREDITS	AMOUNT DUE
\$0.00	\$2,570.48	\$4,214.00	\$-1,643.52

### Fall 2020(202110) Schedule

SUBJ	CRSE	SEC	CMP	COURSE TITLE	DAYS	START/STOP	BUILDING	ROOM	INSTRUCTOR
TH	2313	007	O	INTRO FINE ARTS			ARR	ARR	
HDFS	4351	001	O	CULTURAL DIVERS			ARR	ARR	

Payment is due in full by [redacted]. Failure to pay will result in cancellation; a payment plan is available.

# FINANCIAL AID DISBURSEMENT



- Financial aid disbursement date was: January 6<sup>th</sup>
- Will adjust total balance owed, and may result in a refund
- Refunds have already begun processing
  - Sign up for direct deposit to avoid delay!
  - If there is no e-refund account, a paper check will be mailed to the **local address** on file
- **Parent PLUS Loan: Parent is the default recipient of refund unless otherwise specified. Direct deposit instructions can be found on the [SBS website](#)**



# Tuition Insurance Through GradGuard™

- Optional coverage of tuition and other fees in case of a medical withdrawal
- Coverage must be purchased before the first class day for each term (Jan. 16<sup>th</sup>)
- Contact GradGuard for questions, quotes, and purchasing

866-985-7598



Visit our [GradGuard Webpage](#) to learn more!

# SPRING 2024 PAYMENT DEADLINE

All payments are due by:

**JANUARY 24<sup>th</sup>, 2024**

Payment action must be taken to  
avoid course cancellation



# PAYMENT PLAN



- Splits the semester bill into 4 installments of 25%
- \$30 payment plan fee
- First installment due January 24<sup>th</sup> to confirm classes
  - Financial aid will credit directly to this amount
- Other 3 installments are due over the course of the semester



## Emergency Tuition Loan

- Covers the 25% down payment required to confirm classes
- Allows time for aid to disburse if there is a delay
- Automatically enrolled into the payment plan
- \$30 payment plan fee | 1.25% origination fee
- Loan amount is divided into 3 remaining installments
- Online application available now



## Short Term Loan

- Borrow up to \$550.00 per semester for related expenses
- \$5.00 origination fee
- Online application available now
- Loan is due in full by the final due date of the term: **April 4th**

# ACCEPTED PAYMENT METHODS



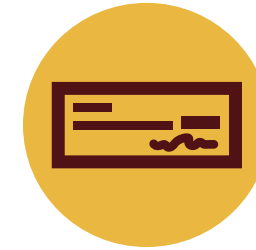
Online eCheck payments at no additional cost



Online credit/debit card payments, with a convenience fee of 2.95%



Online international wire payments



Paper check, money order, or cashier's check via mail, office dropbox, or cashier window



# TUITION ADJUSTMENTS

# Texas Guaranteed Tuition Plan (Texas Tomorrow)



- Student must submit a copy of their signed Texas Tomorrow card to our [Tuition Assistance Document Uploader](#)
- SBS will automatically enter benefit to the student's account for Fall and Spring
- Students who wish to use TGTP for Summer must submit their request for the benefit to be applied through the document uploader
- NOTE: Texas Tomorrow does not cover some fees, such as: dorm, meal plan, electronic course fee, lab fee

- Purchaser of the fund must contact TTPF EACH semester to authorize benefit
- TTPF notifies the university of approved benefits
- Please contact TTPF as early as possible to allow for processing time and avoid delays
- NOTE: Certain fees may not be covered. Please review the account each semester to pay any unpaid fees

# Texas Tuition Promise Fund (TTPF)





# 529 Plans and Trust Payments



- Many plans require an official statement of the student's bill and class schedule
- A real-time statement can be generated in the payment portal once student is registered
- Contact your 529 administrator to learn more about the procedure and processing time
- In most plans, the 529 administrator will send a check directly to Texas State. Make sure the check includes the student's A# ID
- Payment must be received by January 24th

# Veterans Benefits

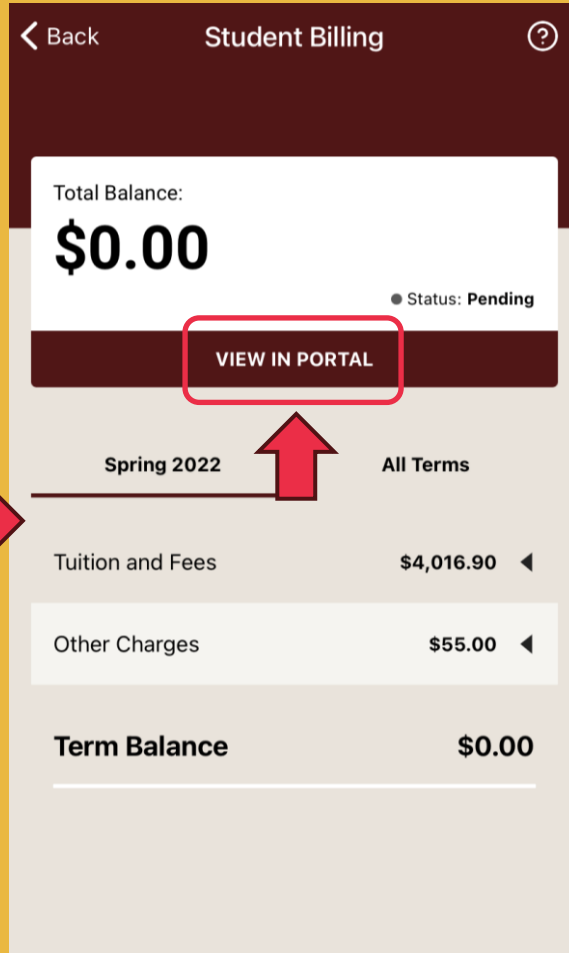
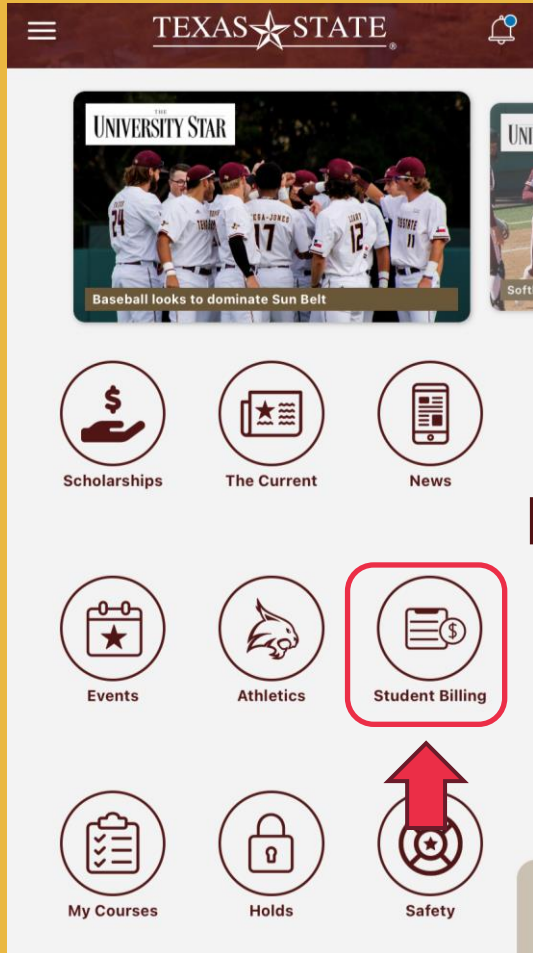
- Visit the VA office website [va.txstate.edu](http://va.txstate.edu)
- Submit all documents via their certification request system
- Start the process as soon as possible!
- VA will contact us when benefit is approved, we apply benefits the same day
- Contact their office with any questions about your benefits or the process
  - [veteransaffairs@txstate.edu](mailto:veteransaffairs@txstate.edu)
  - 512-245-2641



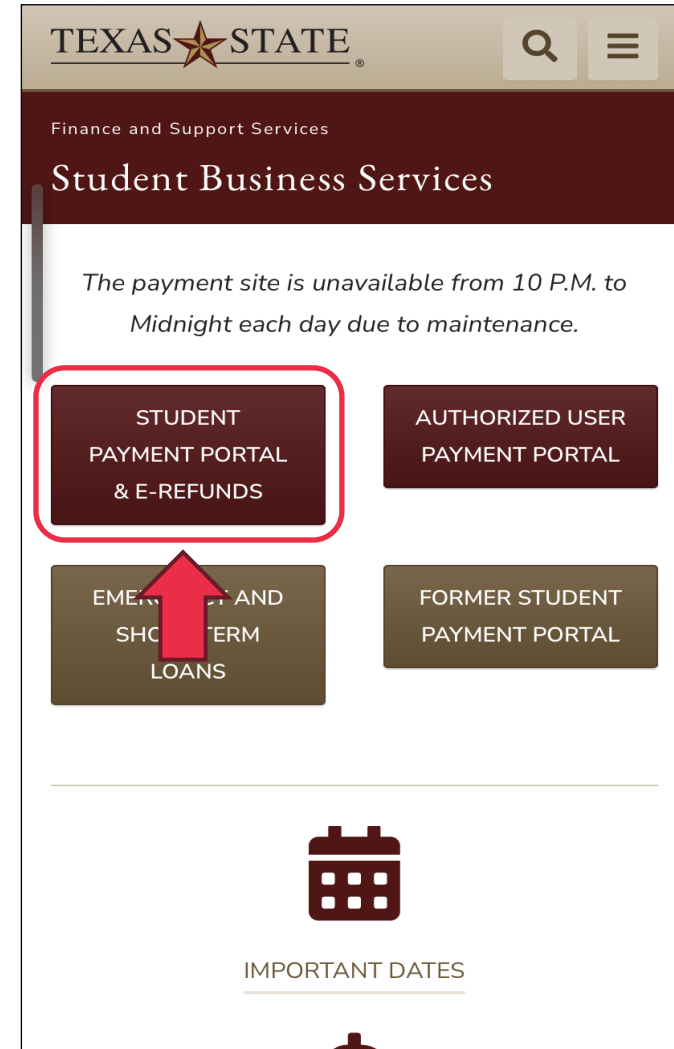
A modern building with a large glass facade and a brick walkway with people walking. The building has a prominent red vertical element. The sky is blue with scattered white clouds. In the foreground, there are several people walking on a brick-paved area. To the left, there are tall, thin evergreen trees. To the right, there are trees with yellow and orange autumn foliage. A large, semi-transparent dark red rectangle is overlaid on the center of the image, containing the text.

# ACCESSING THE PAYMENT PORTAL

# TXST Mobile App



# sbs.txst.edu



NSO 2024

PAYING YOUR BILL

# Payment Portal Functions

The screenshot shows the Texas State Student Business Services Payment Portal. At the top left, it displays the Texas State logo and contact information: 601 University Drive, J. C. Kellam Room 188, San Marcos, Texas 78666, Ph: 512-245-2544, cashiers@txstate.edu. The main content area is divided into several sections: 'Student Account' with ID: xxxxx4175 and a balance of \$0.00, with buttons for 'View Activity', 'Enroll in Payment Plan', and 'Make Payment'; 'Statements' with a 'View Real-Time Statement' button and an informational note; and 'Your latest eBill Statement (3/22/22) Statement' with a 'View Statements' button. On the right side, there is a 'CLICK HERE TO BUY BOBCAT BUCK\$' link and a 'My Profile Setup' section with options for 'Authorized Users', 'Personal Profile', 'Payment Profile', and 'Electronic Refunds'. At the bottom, there is a 'Term Balances' section and a footer with copyright information: © 2023 TouchNet® A Global Payments Company | All rights reserved. | Privacy Policy.

## ■ Authorized Users

- Add authorized user(s) to view student bill and make payment

## ■ Personal Profile

- Add alternate email address, sign up for text message notifications to make sure you don't miss important dates

## ■ Payment Profile

- Save time when paying by saving your bank account

## ■ Electronic Refunds

- Sign up for direct deposit to have excess funds sent straight to your bank

# FERPA AUTHORIZATION

- Separate from authorized user
- Required to discuss account specifics with university staff
- Set up through the Bobcat Family Portal
- More information can be found on the [University Registrar's Website](#)

A screenshot of a student dashboard with a dark background and colorful data cards. The cards display the following information:

3 ENROLLED HOURS	Less Than Half Time STATUS	None HOLDS	4.00 OVERALL GPA
\$2,130.00 FINANCIAL AID	None FINANCIAL AID REQUIREMENTS	None ADMITTED NEXT STEPS	2 VA BENEFITS

At the bottom left, there is a button labeled "Go to my connections" and a link for "Career Support". At the bottom right, there is a "close" button and a "Support" section with the text "Need help? Feel free to contact phone or email using the information".

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# CONTACT US

VERONICA  
MALDONADO,  
STUDENT BUSINESS  
SERVICES



512.245.2544



[cashiers@txstate.edu](mailto:cashiers@txstate.edu)



Student Business Services  
J.C. Kellam Administration  
Building, Room 188  
Mon – Fri | 8AM-5PM



A graduate in a black and maroon gown is captured mid-air, jumping into a pond. Her arms are raised in a celebratory gesture, and she is smiling. The background shows a lush green park with trees and a few people sitting on a concrete ledge. The water in the pond is dark green and has ripples from the jump. A blue rectangular box with white text is overlaid on the center of the image.

**THANK YOU!**