

## CHECKLIST

- Review account statement through CampusConnect  
[www.ETBU.edu/campus-connect](http://www.ETBU.edu/campus-connect)
- Verify courses enrolled (if changes are needed, contact the Registrar's Office at 903.923.2064)
- Verify residence hall & meal plan (if changes are needed, contact Student Engagement at 903.923.2320)
- Verify Financial Aid reflected on account statement (for questions, contact Financial Aid at 903.923.2138)
- Verify contact information through CampusConnect
- Make a payment of either minimum (payment plan through Herring Bank) or total amount due by payment deadline for the upcoming term
- Login to CampusConnect (Student Information–Demographic Data) to check your status for the upcoming term ("Y" in the Cleared Business Office field) by the payment deadline
- Check ETBU email for Business Office and Financial Aid updates



## RELEASE OF INFORMATION

ETBU is committed to complying with the Family Educational Rights and Privacy Act of 1974 (FERPA). Students wishing to allow individuals to obtain access to their information must have a signed Third-Party Release Form on file. This form may be signed in the Registrar's Office.

# ETBU



EAST TEXAS BAPTIST  
UNIVERSITY



## CONTACT INFORMATION

### Business Office

One Tiger Drive  
Marshall, Texas 75670  
Phone: 903.923.2055  
Fax: 903.927.1663  
[www.ETBU.edu/businessoffice](http://www.ETBU.edu/businessoffice)  
[businessoffice@ETBU.edu](mailto:businessoffice@ETBU.edu)

For additional information please visit  
[www.ETBU.edu/businessoffice](http://www.ETBU.edu/businessoffice).

# EAST TEXAS BAPTIST UNIVERSITY



# BUSINESS OFFICE

## Payment Options & Information

## PAYMENT INFORMATION

### Fall Term Payment Deadline

June 30 (six payment plan)  
July 31 (five payment plan)  
August 15 (four payment plan)

### Spring Term Payment Deadline

December 15 (six payment plan)  
December 31 (five payment plan)  
January 15 (four payment plan)

If payment is not received in the Business Office by the appropriate dates, the registration may be canceled and the student may need to re-register for the term.

In order to make your payment, you must be enrolled and know your “Estimated Balance” for the term. You can access your account statement through CampusConnect (<http://register.ETBU.edu>). Login using your STUDENT ID or ETBU email (without the “@ETBU.edu”) and PIN. Once logged in, choose the “Review Account” option under the Student Information Tab.

## WHAT IS “ESTIMATED BALANCE”

The “Estimated Balance” is your total charges (tuition, fees, room, and board—listed as the “Net Balance” on account statement) minus your estimated financial aid awards (listed as “Estimated Financial Aid” on account statement). The “Estimated Balance” is the amount you are responsible for paying in full or using the deferred payment plan.

## PAYMENT IN FULL

The complete balance (Estimated Balance on Account Statement) is due by the deadline date or the day the student registers during regular registration. To make a payment in full, choose the green “Pay Now” button found at the bottom of your Statement of Account in CampusConnect.



## PAYMENT USING DEFERRED PAYMENT PLAN

The deferred payment option requires the first payment of the “Estimated Balance” by the deadline date (Fall Term: June 30, July 31, or August 15 and the Spring Term: December 15, December 31, or January 15) or the day the student registers during regular registration. To sign up for the deferred payment plan, choose the blue “Payment Plan” button found at the bottom of your Statement of Account in CampusConnect. There is a \$35.00 non-refundable fee for using the deferred payment plan.

When signing up for the payment plan on the Herring Bank payment site, you will enter into a contract with Herring Bank for the payment of your charges. Anytime you change the contract amount (“Estimated Balance”) agreed upon, you are required to update your contract amount on the Herring Bank payment website. Changes include adding or dropping courses, switching residence halls, changing meal plans, etc. These changes must be made on the Herring Bank payment site so that your future payments will be adjusted correctly.

## PAYMENT PLAN DATES\*

### Fall Semester:

#### Six Month Plan:

**Due dates on the 1st:** June 1, July 1, August 1, September 1, October 1, and November 1

**Due dates on the 15th:** June 15, July 15, August 15, September 15, October 15, and November 15

#### Five Month Plan:

**Due dates on the 1st:** July 1, August 1, September 1, October 1, and November 1

**Due dates on the 15th:** July 15, August 15, September 15, October 15, and November 15

#### Four Month Plan:

**Due dates on the 1st:** August 1, September 1, October 1, and November 1

**Due dates on the 15th:** August 15, September 15, October 15, and November 15

### Spring Semester:

#### Six Month Plan:

**Due dates on the 1st:** December 1, January 1, February 1, March 1, April 1, and May 1

**Due dates on the 15th:** December 15, January 15, February 15, March 15, April 15 and May 1\*\*

#### Five Month Plan:

**Due dates on the 1st:** December 1, January 1, February 1, March 1, and April 1

**Due dates on the 15th:** December 15, January 15, February 15, March 15, and April 15

#### Four Month Plan:

**Due dates on the 1st:** January 1, February 1, March 1, and April 1

**Due dates on the 15th:** January 15, February 15, March 15, April 15

*\*Payment dates can be set up on the 1st or 15th of the month based on what is most convenient for you. Bi-Weekly plans are also available. Payment for Summer and Mini Terms are all due in full according to the payment deadlines listed in the academic catalog. No payment plan is available for these terms.*

*\*\*Please note this payment is due May 1, not May 15.*