

EAST TEXAS BAPTIST UNIVERSITY
Instructions for Student Account Information Form And Clearing the Business Office
Fall 2008 Semester

Each student must complete the Student Account Information Form by 4:00 p.m. on August 14, 2008. If you fail to submit the form to the Business Office, **your class schedule will be dropped and you will be required to register again.** You may access a printable form at www.etbu.edu or you may submit the form online at www.etbu.edu/Business+Office.htm

All previous balances must be paid in full before beginning the current semester.

Please review your Registration Statement for charges and estimated financial aid on CAMPUS CONNECT, then complete the Student Account Information Form with instructions outlined below. Workstudy will not be counted as part of the estimated Financial Aid. Each student worker will receive a check for each pay period worked. Please check awards based on credit hours for accuracy, i.e., ministerial grant, Hollandsworth and international grant.

PAYMENT IN FULL OPTION OR CREDIT BALANCE:

1. Complete Section I of the Student Account Information Form.
2. Skip to Section III. Read the Statement of Responsibility, sign and date the form.
3. If you are paying your total balance due, please remit your payment in full by **Thursday, August 14, 2008**, with your Student Account Information Form. **Remittance by mail must also arrive in the Business Office by Thursday, August 14, 2008.**
4. If your balance is zero or you have a credit balance after financial aid, you must return the form to the Business Office by **August 14, 2008**. **If you choose to mail the Student Account Information Form, the form must arrive in the Business Office by Thursday, August 14, 2008 or you may fax it to (903) 927-1663 by 4:00 p.m. August 14, 2008.**

THE DEFERRED PAYMENT OPTION:

1. Complete Section I of the Student Account Information Form.
2. Complete Section II. The "payment amount" is one-third of the balance due plus the \$30.00 administrative fee added to the first payment only.
3. Complete Section III. (Sign and Date)
4. Return the completed Student Account Information Form with your payment to the Business Office. The payment must be received no later than **Thursday, August 14, 2008**, to hold your registration. **Remittance by mail must arrive in the Business Office by Thursday, August 14, 2008.** You may fax the form and credit card information to (903) 927-1663 by **4:00 p.m. August 14, 2008.**

The University and Bookstore accept Visa, MasterCard, Discover, and American Express. Payments are also accepted online at www.etbu.edu/billpay

BOOK VOUCHERS ARE NOT AVAILABLE UNLESS THE FINANCIAL AID ON YOUR STATEMENT IS IN EXCESS OF YOUR CHARGES FOR THE FALL 2008 SEMESTER.

TELEPHONE CLEARING WILL NOT BE AVAILABLE.

STUDENTS RECEIVING BOOKSTORE VOUCHERS CAN GO DIRECTLY TO THE BOOKSTORE AND UTILIZE THEIR CREDIT. THE BUSINESS OFFICE NO LONGER HANDS OUT OR ADMINISTERS BOOKSTORE VOUCHERS.