

## Checklist

- ✓ Review account statement through CampusConnect  
[www.etbu.edu/registrar/campus-connect](http://www.etbu.edu/registrar/campus-connect)
- ✓ Verify courses enrolled (If changes needed, contact the Registrar's Office at 903.923.2064)
- ✓ Verify residence hall (If changes needed, contact Student Affairs at 903.923.2320)
- ✓ Verify meal plan (If changes needed, contact Student Affairs at 903.923.2320)
- ✓ Verify Financial Aid reflected on account statement (contact Financial Aid at 903.923.2138 for questions)
- ✓ Verify contact information (mailing address and phone number) through CampusConnect
- ✓ Make payment of either minimum (payment plan through Herring Bank) or total amount due by payment deadline for the upcoming term.
- ✓ Log into CampusConnect (Student Information—Demographic Data) to check your status for the upcoming term ("Y" in the Cleared Business Office field) by payment deadline
- ✓ Check ETBU e-mail for Business Office and Financial Aid updates

## Contact Information

### Business Office

Phone: 903.923.2055

Fax: 903.927.1663 or 903.934.8119

[www.etbu.edu/business-office](http://www.etbu.edu/business-office)

[businessoffice@etbu.edu](mailto:businessoffice@etbu.edu)

### Mailing Address

East Texas Baptist University

Business Office

One Tiger Drive

Marshall, TX 75670

For additional information on payment plans and policies, please visit the Business Office web page at <http://www.etbu.edu/business-office>

# DEADLINES & PAYMENT OPTIONS

## Payment Information

Business Office

## Payment Information

### Fall Term Payment Deadline

- August 1 (five payment plan)
- August 15 (four payment plan)

### Spring Term Payment Deadline

- December 30 (five payment plan)
- January 4 (four payment plan)

All charges for the semester are due and payable by the deadline date indicated above. If payment is not received in the Business Office by the appropriate date, 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 the amount due for the term. It is your total charges (tuition, fees, room, and board—listed as “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 by paying in full or by paying 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

Students have the option of participating in the deferred payment plan which consists of five or four equal payments for the fall semester and five or four equal payments for the spring semester. The deferred payment option requires one-fifth or one-fourth of the “Estimated Balance” by the deadline date (Fall Term: August 1, or August 15 and the Spring Term: December 30 or January 4) 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 site. 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 payment will be adjusted correctly.

### Payment dates for the fall term for the five payments are:

August 1, September 1, October 1, November 1, and December 1.

### Payment dates for the fall term for the four payments are:

August 15, October 1, November 1, and December 1.

### Payment dates for the spring term for the five payments are:

December 30, February 1, March 1, April 1, and May 1.

### Payment dates for the spring term for the four payments are:

January 4, March 1, April 1, and May 1.

## Summer and Mini Terms

Payments for summer terms (May, June, and July) and mini terms (Spring Break, May, August, December, and January) are due in full according to the payment deadlines listed in the academic catalog. No payment plan is available.

## Release of Information

East Texas is committed to complying with the Family Educational Rights and Privacy Act of 1974 (FERPA). The act generally prohibits information released from financial and education records without the student’s consent except in limited circumstances. Students wishing to allow individuals to obtain access to their information must have a signed Third-Party Release Form on file.