**Checklist**

- Review account statement through CampusConnect (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 Higher One) or total amount due by payment deadline for 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
Office: 903.923.2055
Fax: 903.927.1663 or 903.934.8119
Web: http://www.etbu.edu/business-office
Email: 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


Payment Information

Fall Term Payment Deadline— July 31

Spring Term Payment Deadline— December 31

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, classes will be cancelled and the student will 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://etbu.edu/registrar/campus-connect/). Login using your STUDENTID 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 above or the day the student registers during regular registration. To make a payment in full, go to:

http://www.etbu.edu/makeapayment

and choose “Click Here to Pay Account in Full.” Follow the on-screen instructions to submit your payment.

Payment Using Deferred Payment Plan

Students have the option of participating in the deferred payment plan which consists of five (5) equal payments for the fall semester and five (5) equal payments for the spring semester. The deferred payment option requires one-fifth of the “Estimated Balance” by the deadline date (Fall Term: July 31 and Spring Term: December 31) or the day the student registers during regular registration. To sign up for the deferred payment plan, go to:

http://www.etbu.edu/makeapayment

and choose “Click Here to Pay Using Deferred Payment Plan.” You will be redirected to Higher One’s tuition payment plan site. If you are signing up for the first-time, click on “Enroll Now” on the right hand side of the page. If you are renewing your contract, click on “Renew Now.” Follow the on-screen instructions to complete the process. There is a $30 non-refundable fee for using the deferred payment plan.

When signing up for the payment plan on the Higher One payment site, you will enter into a contract with Higher One for the payment of your charges. If a change occurs in the contract amount (“Estimated Balance”) after first submission, you are required to update your contract amount on the Higher One payment site under the “Manage Your Account” link. A change in your contract amount can occur by adding or dropping courses, adding or dropping student insurance, switching residence halls, changing meal plans, etc. These changes must be made on the Higher One payment site so that your future payments will be correctly adjusted.

Payment dates for the fall term are July 31, August 31, September 30, October 31, and November 30.

Payment dates for the spring term are December 31, January 31, February 28, March 31, and April 30.

All charges for a term must be paid in full before the beginning of the next term.

Summer Terms

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

RELEASE OF INFORMATION

East Texas Baptist University 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.