SFA Business Office webpage:
Your source for business information

• Go to sfasu.edu
• Click Students
• Click Business Office
• Click Current Students
What can the Business Office do for you?

- Post payments to student accounts
- Post exemptions
- Validate student IDs
- Cash checks up to $50
- Post contracts such as the Texas Guaranteed Tuition Plan
- Initiate refunds and cash advances through BankMobile® (formerly Higher One)
- Answer questions
What is eBill?

SFA’s eBill system provides secure access to online Business Office services:

• View billing statements and due dates
• Make payments
• Schedule automatic payments
• Sign up for a Payment Plan
• Establish authorized users on your account
How do you receive your bill?

An email notice is sent to your SFA student email (@jacks.sfasu.edu) each time a new billing statement is generated.

Statements are not mailed.
Statement Example

Account Summary

<table>
<thead>
<tr>
<th>CHARGES</th>
<th>CREDITS/ANTICIPATED CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility and Services Fees</td>
<td>Fed Direct Addl Unsub Loan Sum</td>
</tr>
<tr>
<td>Post Office Charges</td>
<td>Payment - PIN Debit Card</td>
</tr>
<tr>
<td>Tuition</td>
<td>Short Term Loan/Tuition/F</td>
</tr>
<tr>
<td></td>
<td>TPEG-Resident Undergrad Sum</td>
</tr>
<tr>
<td></td>
<td>*Fed Direct Addl Unsub Loan Sum</td>
</tr>
<tr>
<td></td>
<td>*TPEG-Resident Undergrad Sum</td>
</tr>
</tbody>
</table>

Total Charges: $3,810.16  Total Credits/Anticipated Credits: $4,628.16

<table>
<thead>
<tr>
<th>PREVIOUS BALANCE</th>
<th>CURRENT TERM CHARGES</th>
<th>CURRENT TERM CREDITS</th>
<th>AMOUNT DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>$-55.00</td>
<td>$3,810.16</td>
<td>$4,628.16</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

* Designates CHARGE Not Yet Due, or CREDIT Not Affecting Amount Due.
Want to make a payment on your student account?

**METHODS OF PAYMENT**

- Cash (only in person at the Business Office)
- Personal Check (in person or by mail)
- E-check (via eBill)
- Cashier’s Check and Money Order (in person or by mail)
- Credit Card (via eBill only)
  MasterCard/Discover/American Express/VISA
  **2.75% ($3 min) fee**
- Debit Card (in person at the Business Office or via eBill)
What is a Payment Plan?

• Three installments - each approximately 1/3 of tuition, fees, housing and meal plan during fall/spring semesters. Two installments in summer terms – each approximately 1/2.

• Only tuition, fees, housing and meal plan charges qualify for a Payment Plan. Other charges must be paid separately.

• All prior balances must be paid in full.

• Re-enroll in a Payment Plan each semester/term.

• $25 non-refundable fee is charged to the bill.

• Pay by the due dates to avoid late fees!
Want others to have access your student account?

- Set up Authorized Users via eBill!
- Students must have a Dependent Form on file in the Registrar’s Office to release information to others in person or over the phone.
Am I Financially Responsible?

Yes

Prior to registration you must read and agree to the Student Financial Responsibility Agreement via mySFA
What about Tuition and Fees?

- Fees are assessed on a per class, per semester, or per semester credit hour basis
- Visit the Business Office webpage for tuition and fees information and to use the online tuition calculator
What is the Fixed Rate Designated Tuition Option?

• Prior to registration you must make a Fixed Rate selection via mySFA
• Election can be changed prior to 1\textsuperscript{st} class day
• Rates are set to be approximately what you would pay over 4 years
• Normally, 1\textsuperscript{st} and 2\textsuperscript{nd} year rates will be higher than the designated tuition rate that non-participants pay; 3\textsuperscript{rd} and 4\textsuperscript{th} year rates will be lower.
• Fixed Rates are for \textbf{Designated Tuition Only}
• Visit the Business Office webpage for more information regarding the Fixed Rate Tuition
How are refunds and cash advances distributed?

SFA has partnered with BankMobile® (formerly Higher One), a financial services company, to provide a method for delivering all student refunds and cash advances.

BankMobile® will distribute refunds and cash advances according to the preference you choose at RefundSelection.com.
What are your refund options?
You choose!

Direct deposited to the bank account of your choice.

Deposited to an FDIC-insured checking account from BankMobile® (formerly Higher One)
How do you select your refund preference?

• Go to RefundSelection.com
• Enter your unique Personal Code from the green envelope
• Create your login information
• Select how you would like to receive your money
• Complete your profile
How and when will you receive your login information?

• Your login information will be mailed 10 days after registering for classes to your mailing address set in mySFA

• Watch your mail for the bright green envelope!
Why should you choose a preference if you’re not expecting a refund?

To avoid future delays

You may have a refund sometime during your SFA career, such as a refund from a dropped class or a deposit return.
What if you don’t select a refund preference?

• Your refund will be delayed!
• You can expedite your refund by selecting your preference, even after the refund has been posted to your account.
• If no selection is made, BankMobile® will mail a check after a waiting period of 21 days from the date your refund was posted to your account.
What are cash advances and when do they begin?

- Cash advances are available to students who have a credit balance after all charges (including short-term loans) have been assessed and paid.
- Students who are eligible may receive one advance prior to the date refunds are processed.
  - up to $1,000 in Spring and Fall semesters
  - up to $500 in Summer terms
- Cash advances are processed to your preference setup with BankMobile®.
- If you do not wish to receive a cash advance, you must “Opt-Out” via your MySFA.
When do refunds begin?

Refunds are processed approximately 2 weeks after the first class day and then regularly throughout the rest of the term.
REMINDER for SFA Business Office information

Visit the SFA Business Office webpage

• Go to sfasu.edu
• Click Students
• Click Business Office
• Click Current Students
What do I need to do now?

- Read and agree to the Student Financial Responsibility Agreement via mySFA
- Check your SFA student email (@jacks.sfasu.edu) at least 2-3 times a week
- Setup authorized users via your eBill
- Sign a Dependent Form in the Registrar’s Office
- Select a refund preference
- If you are a first time student at SFA you will need to “opt-in” or “opt-out” of the Fixed Rate Tuition Plan
- Visit the Business Office webpage to be aware of important payment dates and deadlines to avoid being dropped or being assessed late fees
Questions or problems?

Contact the SFA Business Office

We are happy to help!

- Phone: (936) 468-6960
- Email: businessoffice@sfasu.edu
- In Person: 2nd floor - Austin Building
Welcome to SFA!