Business Office

2nd Floor of Austin Building
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 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
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>
<tr>
<td>$548.00</td>
<td>$73.00</td>
</tr>
<tr>
<td>$5.00</td>
<td>$55.00</td>
</tr>
<tr>
<td>$3,257.16</td>
<td>$2,827.16</td>
</tr>
<tr>
<td></td>
<td>Total Credits/Anticipated Credits: $4,628.16</td>
</tr>
<tr>
<td>Total Charges: $3,810.16</td>
<td></td>
</tr>
</tbody>
</table>

**Previous Balance**

<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.
 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?

- 3 installments - each approximately 1/3 of tuition, fees, housing and meal plan
- Only tuition, fees, housing and meal plan charges qualify for a Payment Plan
- Other charges that are not included in the Payment Plan 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 1st class day
• Rates are set to be approximately what you would pay over 4 years
• Normally, 1st and 2nd year rates will be higher than the designated tuition rate that non-participants pay; 3rd and 4th year rates will be lower.
• Fixed Rates are for **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 Higher One®, a financial services company, to provide a method for delivering all student refunds and cash advances.

- Higher One® will distribute refunds and cash advances according to the preference you choose when activating your SFA Card on-line at sfacard.com.
DON’T WORRY!

SFACard is NOT a credit card offer!
So what is SFACard?

Your key to choose your refund method

**OneAccount**
Deposited to an FDIC-insured checking account from Higher One® (fees are associated with this account)

**Deposit to another account**
Direct deposited to the bank account of your choice

**Paper check**
Mailed to your address on file with Higher One®
How do you select your refund preference?

- Go to SFACard.com
- Login using the number on your SFACard
- Follow the instructions
- Select your refund preference
How and when will you receive your SFACard?

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

• Watch your mail for the bright green envelope!
Please do not toss it!

• Activate your card to choose your refund preference, even if you are not currently expecting a refund

• You may change your preference any time, be sure to keep your SFACard...you may need it later to update or change your information

• You will keep the same SFACard during your entire SFA career
Why should you activate SFACard 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 using your card to select your preference, even after the refund has been posted to your account.

• After a waiting period of 21 days from the date your refund was posted to your account, Higher One® will mail a check
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 $500.00 in Summer
  - up to $1000.00 in Spring and Fall
- Cash advances are processed to your preference setup with Higher One®.
- 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
So, what do I need to do?

- 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
- Activate your SFA Card, select a refund preference and keep your card in a safe place
- 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 dead lines to avoid being dropped and receiving 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!