“Money Talks”
Business Services Department
Business Services Department
Delia R. Ramirez, MBA
Director
Business Services Assistants: (Cashiers)

Del Rio:
Alma Levrie
205 Wildcat Drive
Del Rio, TX  78840
(830) 703-4828
(830)703-4803

Eagle Pass:
Audrey Barcena & Larizza Lopez
3107 Bob Rogers Drive
Eagle Pass, TX  78852
(830)758-5042
(830)758-5008

Uvalde:
Velma Guerrero & Julie Garcia
2623 Garner Field Road
Uvalde, TX  78801
(830) 279-3006

Business Services Specialist: (H.R.)
Claudia Portillo
205 Wildcat Drive
Del Rio, TX  78840
(830) 703-4802
Business Services Department

- Collects tuition & fee payments
- Assists students in enrolling in Student Account Suite
- Issues refund checks
- Issues Book Vouchers
- Human Resources – Work study initial hiring paperwork, and web-time entry.
To make a credit card payment or request an Optional Payment Plan

You need to access your Student Account Suite

Bill + Payment
Methods of Payment:

- Cash
- Money Orders
- Checks
- Major Credit Cards
- Financial Aid
- Scholarships
- 3rd Party Billing ex: employer paid benefits, VA Benefits, and other exemptions.
To make a credit card payment or request an Optional Payment Plan continued...

Access your LoboOnLine (Banner Self Service) at

https://www.sulross.edu

Under My SRSU tab

- Students must log in through Banner Self-Service
- Type in you’re A#; this is your student ID#.
- Type in your PIN#.
- Click on Student
- Click on Student Account Suite (Bill + Payment)
Student Account Suite (Bill + Payment)
here you can . . .

- Check your balance.
- Make a payment towards your balance.
- View your payment history.
- Store your payment methods for quick and easy payment.
- As a student, provide permission to others (parents, employers, etc) to view your bill and make payments.
- View and print your billing statement.
- Enroll in a payment plan so you can pay your balance in installments. ($25.00 fee)
- View your current payment plan status.
- Make a payment toward one of your installments.
- Schedule future installment payments.
- Enter your bank account information so that refunds can be deposited into your account electronically.
## Optional Payment Plans

<table>
<thead>
<tr>
<th>Options:</th>
<th>% Due</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Option 1</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Early Registration</td>
<td>Payment in full</td>
<td>100%</td>
</tr>
<tr>
<td>Late Registration</td>
<td>Payment in full</td>
<td>100%</td>
</tr>
<tr>
<td><strong>Option 2</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Early Registration</td>
<td>Initial Payment</td>
<td>30%</td>
</tr>
<tr>
<td>Late Registration</td>
<td>Initial Payment</td>
<td>30%</td>
</tr>
<tr>
<td><strong>Payment 1</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>35%</td>
<td>Due date on Promissory Note</td>
</tr>
<tr>
<td><strong>Payment 2</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>35%</td>
<td>Due date on Promissory Note</td>
</tr>
</tbody>
</table>
Guaranteed Price Plan

• Starting with the Fall 2014 semester, SRSU will offer an optional four-year fixed tuition plan in accordance to Texas Education Code 54.017

• For additional information on this tuition plan please log on to our website at www.sulross.edu under the Students Tab; Cashier’s Office – Guaranteed Price Plan.

• You may also contact any of our Business Services Assistants at any of our campus sites.
STEPS TO RECEIVE A BOOK VOUCHER FROM SUL ROSS STATE UNIVERSITY BOOKSTORE
Steps for receiving a Book Voucher:

2. Select Text books
3. Click *Order Text Books Here*
4. Select Term, Departments, Course and Section
Requirements:

- Make sure you will be receiving Financial Aid
- Book vouchers are only for those Financial Aid students purchasing books from the Sul Ross State University Bookstore, the official bookstore of Sul Ross State University – Rio Grande College
- Textbooks can be ordered online
- Any book vouchers not paid by Financial Aid awards will be owed by the student
5. _____ - RGC  (Make sure you select RGC for SRSU Rio Grande College Courses)

6. Continue to:
   Add a Course
   Select your Textbooks

7. Get course Materials
8. Add to Cart
9. Print Book List
Take the printed list to the Business Services Assistant at the Business Services Department and sign your Book Voucher.

Go to the Sul Ross State University Bookstore link again and buy your books. Be sure to enter your Student ID number at checkout without the preceding “A”.

http://www.sulrossbookstore.com/home.aspx
Note:
Students who have their books paid by VA or other 3rd party will need to have their award letter for their books faxed to the bookstore in Alpine. The fax number is (432) 837-8195. Then the student needs to call in their order to: (432) 837-8194.
Refunds

• **Refund Checks:** will be issued at the Business Services Department

• *(eRefunds): (Refund Direct Deposits)*
  Students may set up a direct deposit of refunds to a savings or checking account. To do so, click on the “eRefunds” tab on the Student Account Suite Bill + Payment.

• Refunds are normally issued two to three days after Financial Aid disburses the funds to the student’s account.
Human Resources

Students with Work Study awards are to apply for job openings posted by each department. The student will submit time worked to payroll via web time entry.