Student Account Suite (Bill + Payment)

How to enroll in a payment plan

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Sul Ross State University offers students the option of enrolling in an installment payment plan during the long semesters (Fall and Spring).

The details of the plan may vary from semester to semester.

Payment amounts are due in 3 installments.

1. Installment 1 - 30% of your balance, due on the first class day.
2. Installment 2 - 35% of your balance, due approximately 4 weeks after the first installment.
3. Installment 3 - 35% of your balance, due approximately 4 weeks after your second installment.
You may enroll yourself in a payment plan by following these instructions.

In order to enroll yourself, you must enroll by the first class day of the semester. After this date, you will need to contact the One Stop Shop in Alpine (Lawrence Hall) or your local RGC Business Services Office.
Access the Bill + Payment Account Suite through LoboOnLine.

If you do not know how to access Banner Self Service, please see the “Access Your Account” instructions on the Cashiers Bill + Payment website.
Click on “Enroll in a Payment Plan”
Select the term from the dropdown box.

Plan Enrollment

Select Payment Plan | Schedule Payment Plan | Payment Plan Agreement

Select a term to view available plans: Select Term ▼ Select

After you select a term, if multiple accounts display, you must also select the account.
This screen shows you the payment plan details. Review the details and click “Continue”.

Plan Enrollment

Select Payment Plan | Schedule Payment Plan | Payment Plan Agreement

Select a term to view available plans: Fall 2017 [ ] Select

After you select a term, if multiple accounts display, you must also select the account.

Fall 2017 Payment Plan
View full plan description
Fall 2017 Payment Plan Details
Term(s): Fall 2017
Enrollment deadline: 8/27/17
Scheduled payments: Optional
Setup fee: $25.00
Minimum down payment: $0.00
Number of payments: 3
Payment frequency: Fixed Dates
Late payment fee: $15.00

Continue Cancel
The next screen will provide information regarding eligible charges and credits included on your payment plan. Click on “Display Schedule” to view the installments and their due dates.
For electronic checks, you will need to know the bank routing number and your account number. If you click the "Save this payment method for future use" and name the method, you will not need to enter the information the next time you make a payment.

On the next screen the schedule of installments and the due dates associated with your payment plan are displayed. Please note:

- If you add or drop classes, these amounts will change.
- These charges do not include estimated financial aid. If you receive financial aid, it will cover some or all of these charges, and your balance will be lowered accordingly.

<table>
<thead>
<tr>
<th>Description</th>
<th>Due Date</th>
<th>Amount paid:($)</th>
<th>Amount Due:($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installment 1</td>
<td>8/28/17</td>
<td>0.00</td>
<td>157.50</td>
</tr>
<tr>
<td>Installment 2</td>
<td>9/29/17</td>
<td>0.00</td>
<td>183.75</td>
</tr>
<tr>
<td>Installment 3</td>
<td>10/27/17</td>
<td>0.00</td>
<td>183.75</td>
</tr>
</tbody>
</table>

Total Amount Paid: 0.00
Total of installments: 525.00

Set up Automatic Payments

Would you like to set up payments to be made automatically on the dates shown above?
- Yes, I want to set up my payments. Let me choose the payment method that will automatically be used to make a payment on each due date.
- No, I don't want to set up payments. I will come back and make each payment on or before the due date.

Continue  Back  Cancel
The lower half of this screen is used to set up automatic payments.

- If you click “Yes,” you will be prompted for a payment method. The payments will automatically process on the installment due date. Depending on the method you choose, payments will be charged to your credit or debit card, or withdrawn from your bank account.
- If you click “No,” you will need to access your account and make each payment on or before the due date.

For more information about payment methods, please see “Making a Payment.”

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**Total Amount Paid:** 0.00

**Total of installments:** 525.00
Sample Payment Schedule:

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Total Amount Paid: 0.00
Total of installments: 525.00

Make your payment selection
Then click “Continue.”
Payment Plan Agreement:
The next screen displays the payment plan agreement. Please read it carefully.

Plan Enrollment

Select Payment Plan | Schedule Payment Plan | Payment Plan Agreement
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Please read the following agreement carefully before you continue.

| Annual Percentage Rate | The cost of your credit as a yearly rate. | 0.00% |
| Finance Charge | The dollar amount the credit will cost you, including all fees. | $25.00 |
| Amount Financed | The amount of credit provided to you or on your behalf. | $500.00 |
| Total of Payments | The amount you will have paid after you have made all payments as scheduled. | $525.00 |

You have the right to receive at this time an itemization of the Amount Financed. Select View Worksheet below for a printable version of this itemization. If you pay your plan off early, you will not have to pay a penalty and you will not be entitled to a refund of part of the finance charge.

I, [Name], hereby agree to pay the balance deferred as stated in this agreement in 3 installment payments on or before the due date specified for each installment. I understand that INSTALLMENT AMOUNTS MAY CHANGE over time to account for any new charges, payments, or financial aid adjustments. I also agree to pay the payment plan setup fee of $25.00. I understand that a late fee of $50.00 will be assessed for each installment payment that is late. I also understand that failure to meet the terms of this agreement may entitle SUL Ross State University to (1) declare the full balance plus late fees immediately due and payable by law, (2) refuse subsequent registration for any classes and/or drop current classes (3) deny future enrollment in any payment plan, and (4) withhold grades, diplomas, or transcripts from being released until the unpaid balance, as well as all attorney fees, legal expenses, and other collection costs are paid in full.

Instalment 1 in the amount of $157.50 due on 8/28/17.
Instalment 2 in the amount of $183.75 due on 9/29/17.
Instalment 3 in the amount of $183.75 due on 10/27/17.

This agreement is dated Monday, July 3, 2017.

For fraud detection purposes, your internet address has been logged:
199.115.210.2 at 7/3/17 3:10:27 PM CDT

ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

To revoke this authorization agreement you must contact cashiers@salross.edu.

Print and retain a copy of this agreement.

Please check the box below to agree to the terms and continue.

☐ I Agree

[Continue] [View Worksheet] [Print Agreement] [Back] [Cancel]
Questions?

• Visit the cashiers website
  www.sulross.edu/page/902/cashiers-office

• Contact the One Stop Shop in Alpine (Lawrence Hall) or your local RGC Business Services Office.