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.

For Fall 2015, the payment amounts and due dates are:
1. 30% of your balance, due August 24, 2015.
2. 35% of your balance, due September 25, 2015.
3. 35% of your balance, due October 26, 2015.
You may enroll yourself in a payment plan by following these instructions.

In order to enroll yourself, you must enroll by August 23, 2015. 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 “Payment Plans”
Click on “Enroll Now.”
Select the term.
Generally, there will only be one term open for payment plan enrollment at a time.
The next screen will provide information about the payment plan. To see installment due dates, click on “View full plan description.” To enroll in the plan, click “continue.”
The next screen displays all of the charges that will be included in your payment plan. 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.

Click on “Display Payment Schedule.”

<table>
<thead>
<tr>
<th>Description</th>
<th>Charges($)</th>
<th>Credits($)</th>
<th>Down Payment($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>1,512.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fees</td>
<td>1,119.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other fees</td>
<td></td>
<td>20.00</td>
<td></td>
</tr>
<tr>
<td>Down payment</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
If you wish, you may 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 Depending on the method you choose, payments will be charged to your credit or debit card, or withdrawn from your bank account.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.”
Sample Payment Schedule:

Plan Enrollment

<table>
<thead>
<tr>
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</tr>
<tr>
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<td></td>
<td></td>
<td>20.00</td>
</tr>
</tbody>
</table>

Recalculate Payment Schedule

<table>
<thead>
<tr>
<th>Description</th>
<th>Due Date</th>
<th>Amount Paid($)</th>
<th>Amount Due($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Installment</td>
<td>8/28/13</td>
<td>795.30</td>
<td>0.00</td>
</tr>
<tr>
<td>2nd Installment</td>
<td>10/2/13</td>
<td>0.00</td>
<td>927.85</td>
</tr>
<tr>
<td>3rd Installment</td>
<td>11/6/13</td>
<td>0.00</td>
<td>927.85</td>
</tr>
</tbody>
</table>

Total amount paid: 795.30
Total of installments: 1,855.70

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] [Previous Step] [Cancel]
Payment Plan Agreement:
The next screen displays the payment plan agreement. Please read it carefully.

Click here to print a copy of the agreement.

Check “I agree” and then click “Continue” to complete enrollment.
Questions?

• Visit the cashiers website [www.sulross.edu/page/902/cashiers-office](http://www.sulross.edu/page/902/cashiers-office)

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