


Spring 2010 Tuition & Fee Payment Information

Pre-registration Payment Deadline (For all students who register by January 15, 2010)	January 15, 2010
Late Registration Payment Deadline (For all students who register between January 19-21, 2010)	January 22, 2010

Payment must be made by the payment deadline or your registration schedule may be canceled. If your registration schedule is canceled due to non-payment, a \$100 reinstatement fee will be charged to re-enroll.

IMPORTANT NOTICE: Paper bills will no longer be mailed. Students must access Spring 2010 account activity through our Texan Bill Pay via Duck Trax. Spring 2010 tuition and fee information will be available beginning December 4, 2009.



Access Texan Bill Pay via Duck Trax Texan Bill Pay via Duck Trax for
Electronic Refunds, eBills, Online Payment Plan Enrollment, Guest/Parent Access Enrollment, Electronic Check payments, and Email Notification of Account Activity
Access Texan Bill Pay via Duck Trax – <http://www.tarleton.edu/~bussvcs>

Accepted Forms of Payment
 Payment for tuition, fees, room and meal plans are made to the Tarleton State University Office of Business Services. Payments may be by cash, check, money order, cashier's check, debit card, or credit card. The University accepts Visa, MasterCard and Discover. All personal checks received will be processed electronically.

Payment Options:

- **Full payment** of tuition and fee/room and board by January 15, 2010
- **Texan Payment Plan** (You must enroll on-line thru Texan Bill Pay) Includes a \$20 processing fee, 1st payment 50% - due January 15, 2010, 2nd payment 25% - due February 18, 2010, 3rd payment 25% - due March 25, 2010

Pay by web with the following methods:

- Credit Card (VISA, MasterCard, and Discover Card accepted)
- Electronic Check
- Debit Card

Access these payment methods online through Texan Bill Pay via Duck Trax

Pay in person at the following locations:

- Stephenville-Cashier's Office (Administration Bldg, 1333 W. Washington St.) - 8:00am-4:00pm, Monday-Friday

Payments may be mailed to:
 (Allow 7-10 days for delivery)

Tarleton State University
 Office of Business Services
 Box T-0120
 Stephenville, TX 76402

Contact Us: (254) 968-9107 in Stephenville

Short-term loans are available through the Financial Aid Office for tuition and fees and books. For a printable short-term loan application, go to www.tarleton.edu/~finaid or contact Financial Aid at 254-968-9070. Applications must be completed and returned to Financial Aid prior to the designated due date. All short-term loans must be paid back to the University by April 19, 2010.

Financial Aid. The Financial Aid department processes all loans, grants and scholarships. If the total of your Financial Aid does not cover your full balance or your 1st installment, payment for the difference must be made on your student account by the designated payment deadline to avoid the cancellation of your classes.

Additional tuition and fee information can be found at our web site at www.tarleton.edu/~bussvcs, or wherever you see the *Tuition & Fees* link at www.tarleton.edu. Information about refunds for withdrawals and dropped classes is available in the University Catalog, Section 2 – Expenses at www.tarleton.edu/~catalog.

IMPORTANT NOTE: If you decide not to attend for the semester or session, you must drop your course(s) thru Duck Trax (Web Self Service) or inform the Registrar's Office in person or in writing before the due date. Otherwise, you may be held responsible for tuition and fees and/or any financial aid that has posted to your account and you will receive grades of "F".