

# EXPENSES

## **PAYMENT OF FEES**

All of the aforementioned fees must be paid by a designated date, which is stated on the student's bill. Student account information is available thru Texan Bill Pay via DuckTrax. Services offered include: 24/7 access, E-bills, Electronic Refunding, On-line Payment Plan enrollment, and Authorized User access. Payment due dates are also displayed via DuckTrax at [www.tarleton.edu](http://www.tarleton.edu) and on Business Services webpage at [www.tarleton.edu/business](http://www.tarleton.edu/business). **The following options are available for fee payment in regular semesters:**

OPTION 1. Payment in full by the designated date.

OPTION 2. Payment in three installments as follows:

Installment 1: 50% of Note 1 fees and all of Note 2 fees by designated date;

Installment 2: 25% of Note 1 fees prior to the start of the 6th class week;

Installment 3: 25% of Note 1 fees prior to the start of the 11th class week.

Each student who elects option 2 must enroll in the Payment Plan thru Texan Bill Pay via DuckTrax. An installment agreement must be on file in the Business Services Office. Students who fail to make tuition and fees payment by the due date may be prohibited from registering for classes for a succeeding semester until payment is made. Moreover, nonpayment prior to the end of the semester means the student may be denied credit for the work done that semester.

For short sessions, payment in full is due by the designated date.

**NOTICE CONCERNING CHECK PAYMENTS:** In an effort to reduce processing costs, Tarleton State University will begin processing paper checks electronically effective July 14, 2008. If you deliver a check in-person or mail it to the University, your paper check will be converted to an electronic Automated Clearing House (ACH) transaction. For your reconciliation purposes, these checks will now appear on your monthly bank statement as an Electronic Debit. If you do not wish to have your account electronically debited, please speak with the Office of Business Services staff concerning your options when paying by check.