

PAYMENT OPTIONS

Obligation to Pay Tuition, Required Fees, Other Fees and Charges for Optional Services

By registering for classes, students agree to pay all tuition and required fees associated with their registration, optional services and other fees, whether paying in full or utilizing the installment payment option. Failure to pay tuition, fees or other charges may result in penalties, late registration fees and/or possible cancellation. Unpaid tuition, fees, and other charges are subject to Texas A&M University-Texarkana's collection policy and the student will be responsible for any and all collection fees incurred to collect on the account.

Accepted Forms of Payment

Payment for tuition, fees, room and meal plans are made to the Texas A&M University-Texarkana, Business Office. Payments may be made by cash, check, money order, cashier's check, debit or credit card. The university accepts Visa, Discover, Master Card, American Express. The following are ways in which payments can be made:

- **By mail** to the following address: Texas A&M University-Texarkana, Attn: Business Office, 1st floor Academic and Student Services (BASS) building, 7101 University Ave., Texarkana, TX 75503
- **In person** in the Business Office located in the University Center on the 1st floor Academic and Student Services (BASS) building. Monday-Friday, 8:00 am- 4:30 pm.
- **Web payments** by credit card, electronic check, debit by accessing your TouchNet Payment Gateway student account in Web for Students.
- **International Payments** TransferMate International Payment- Payment instructions (https://assets2.brandfolder.io/bf-boulder-prod/f7m99ghms3jq7kf4qt5qfb9/v/1050525308/original/TM_Touchnet%20Student%20Payment%20Instructions_ENG_Letter.pdf) and how-to video. (<https://vimeo.com/723508067/6bd449677e>)
- **Wire Transfers** must include a completed wire transfer information form ([https://powerforms.docusign.net/eb734bef-bb50-44a4-a2d1-f0a890c91970/?env=na2&acct=f86a3b0a-5e4e-4363-946d-f9628943d9c5](https://powerforms.docusign.net/eb734bef-bb50-44a4-a2d1-f0a890c91970/?env=na2&acct=f86a3b0a-5e4e-4363-946d-f9628943d9c5&accountId=f86a3b0a-5e4e-4363-946d-f9628943d9c5)) - Wire Transfer Guide (<https://tamut.edu/business-office/files/wire-transfer-quick-reference-guide.pdf>)

Credit Card Payments

The student may remit payment for tuition and fees by charging to MasterCard, Visa, Discover, and American Express over the Web, by mailing a check or money order, or using a check, cash, or a credit card in person. The student should follow these instructions to pay on the Web:

Access the university Web site at www.tamut.edu.

1. Select "Quick Links."
2. Select "Web for Students"
3. Log in using your user ID and PIN

After logging in, complete the following steps.

1. Select "TouchNet Payment Gateway"
2. Select "Click for Current Account Status"

Please contact the Business Office at (903) 223-1354 for assistance with making a payment of tuition and fees with a credit card.

Installment Payment Plan

Texas A&M University-Texarkana will allow students to pay all tuition and mandatory fees during the fall, spring, and summer semesters using the installment payment alternative described in Section 54.007, Education Code, as amended. A&M-Texarkana offers a payment plan in 4 installments (25% each) for the fall and spring semesters, and 2 installments (50% each) for the summer semester.

Installment Payment Fees Processing Fee	\$25.00
Late Installment Fee	\$25.00 per late payment
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1. A student paying tuition and required fees in four (4) installments for the fall/spring semester, and two (2) installments for the summer semester shall pay a processing fee of twenty-five dollars (\$25.00).	
2. To sign up for a payment plan, <ol style="list-style-type: none"> a. log on to <i>Web for Students</i> b. click on "Touchnet Payment Gateway," c. Click on the box that says "Click for Current Account Status," d. Click on the tab that says "Payment Plan," and follow instructions. 	
3. A student making an installment payment after the due date shall also pay a late-payment fee; the business office must receive each installment payment by the due date specified in the installment-payment-plan agreement.	

The university will add a \$25.00 delinquent fee if the Business Office does not receive payment by the due date.

Note: Students paying on the installment plan who must withdraw from classes should review the " (<http://catalog.tamut.edu/tuition-fees/refund-of-fees/>)Refund Schedule for Withdrawals (<http://www.tamut.edu/About/Administration/Business-Office/refund.html>)" (<http://catalog.tamut.edu/tuition-fees/refund-of-fees/>) on the Business Office website.

Installment Payment Plan Terms

1. Students electing the installment-payment-plan option must pay the full amount of all tuition, mandatory fees, and incidental fees specified in this installment-plan agreement.
2. The student may not change his or her selected installment-payment-plan option after the university has produced his or her fee schedule.
3. The first installment payment is due at the time of registration and is equal to 1/4 (1/2 for summer) of all tuition and mandatory fees due for the semester plus the full amount of the processing fee.
4. Failure to make any installment payment by the end of the semester shall not cancel the obligation to pay the total installment payments and late-payment fees.
5. According to Texas law (Texas Education Code 54.007), the university may prohibit a student who fails to make full payment of tuition and fees, including any incidental fees, by the due date from registering for classes until he or she makes full payment. The university may deny credit to a student who fails to make payment prior to the end of the semester for work done that semester. The university shall notify a student of any delinquent tuition or fee payment as soon as practicable. The university may adjust its records to reflect the student's failure to have properly enrolled for that semester. The student must pay expenses incurred in collecting the amounts due under this agreement, including, but not limited to, collection fees, attorney fees, and court costs. If the student fails to make payments as specified, the university will hold the student responsible for any and all collection costs in addition to the required payment.
6. Students who do not enroll themselves in a payment plan but make a payment that is equal to (or greater than) 25% of their total bill, will automatically be enrolled in a payment plan by the business office.
7. The university will not reinstate a student who withdraws from the university without paying the full amount of tuition and fees or who the university has dropped from its rolls for failure to make installment payments when due until he or she pays all past-due installment payments and applicable late-payment fees.

Third Party Billing

Third-party billing is a billing method by which an entity (company, corporation, or other government agency) can establish special billing arrangements to cover tuition and mandatory fees for students that it sponsors. This entity receives and makes payment against special bills mailed directly to a third-party office, and does not remit payment directly to a student's university-generated bill. The sponsor must submit a letter of authorization to the Business Office and the student must complete the TAMUT third party agreement contract (<https://tamut.edu/business-office/files/third-party-agreement.pdf>). Email business.office@tamut.edu for a third party contract. Contracts MUST be completed each academic year.

Emergency Tuition and Fee Loans

Emergency Tuition and Fee Loans pay the full amount of the first installment of tuition and fees on a student's payment plan. Students do not receive a check with this loan; a credit is made to offset tuition/fee charges. A debit is then made in order for the student to pay back the amount of the emergency loan. Applications for emergency loans must be submitted before the first day of classes.

The tuition and fee "TPEG Emergency Loans" application is available online, and the university will award the loan to qualified students on a first-come, first-served basis. The conditions and qualifications for the loan are as follows:

1. Students may qualify for an Emergency Tuition and Fee Loan up to a maximum of **25% of their total tuition and fees for that term**.
2. The university charges a \$10.00 loan origination fee for each Emergency Tuition and Fee Loan.
3. The student can only receive one loan per semester.
4. The student should not apply for a loan until he or she has finalized his or her schedule.
5. The student will be responsible for any additional tuition and fees incurred subsequent to the original loan application and approval. The university will drop the student's schedule for failure to pay the remaining balance.
6. The student must be in good standing with the university.
7. The student cannot have academic or financial holds on his or her record.
8. The student must have a 2.0 undergraduate GPA or a 3.0 graduate GPA.
9. The university has a set amount of funding available for the Emergency Tuition and Fee Loan program. The university will award loans to students on a first-come, first-served basis.
10. The Tuition and Fee Loan does not cover 100% of the student's required charges. The student must establish a payment plan. The student may establish this plan online via *Web for Students*.