

# PAYMENT INFORMATION

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## Financial Responsibility

**Tuition and Fees:** Students must pay all tuition and fee balances in full by the applicable semester deadline established by the University. Failure to timely pay balances owed or make arrangements for installment payments may result in the student being unenrolled and dropped from course registrations. Payment dates will be published on the Cashier's Office website at <https://www.shsu.edu/dept/cashiers/due-dates> (<https://www.shsu.edu/dept/cashiers/due-dates/>).

## Payments

Payments made for registration purposes may be made by cash, cashier's check, personal check, or money order in the Student Account Services/ Cashier's Office in Estill Classroom building, room 103. All checks and money orders accepted are subject to final payment. Online payments may be made by E-Check, International Wire, MasterCard, Visa, American Express, JCB, China Union, Diner's Club, or Discover.

## Installment Payment Plan

Sam Houston State University may offer students the option to pay tuition and fees in full or by installment for the fall and spring semesters of each academic year in accordance with applicable statutes and regulations, including Tex. Educ. Code §§ 54.007 and 54.0071 and The Texas State University System Rules & Regulations. Installment payment plan terms will be published on the Cashier's Office website at <https://www.shsu.edu/dept/cashiers/payment-plan> (<https://www.shsu.edu/dept/cashiers/payment-plan/>).

It should not be assumed by the Student that the University will disenroll (drop their class schedule) them from their courses due to not meeting payment requirements. A student who discontinues going to class without officially resigning from the University will be subject to the grade of "F" in each course and will be financially responsible any university charges.

**STATUTORY WARNING: A STUDENT WHO FAILS TO MAKE FULL PAYMENT OF TUITION AND MANDATORY FEES, INCLUDING ANY INCIDENTAL FEES, BY THE DUE DATE MAY BE PROHIBITED FROM REGISTERING FOR CLASSES UNTIL FULL PAYMENT IS MADE. A STUDENT WHO FAILS TO MAKE PAYMENT PRIOR TO THE END OF THE SEMESTER OR TERM MAY BE DENIED CREDIT FOR WORK DONE THAT SEMESTER OR TERM.**

## Nonpayment of Tuition and Fees

**All Balances:** If a student fails to meet end-of-term payment requirements, the University may prohibit the student from enrolling in future semesters and withhold the student's official university transcript until the student's balance is paid in full. In addition, the University may pursue internal or external debt collection as described on our Past Due Balances web page at <https://www.shsu.edu/dept/sfs/pastdue.html>.

Students who pay fees with a returned item may suffer the above sanctions as well as those detailed in the following section.

## Collections for Nonpayment

Nonpayment by the end of the semester may result in transfer of the student's account to a contracted collection agency and assessment of a collection fee of up to 30 percent of the outstanding balance. The University may also choose to litigate an account on advice of university legal counsel. Should an account be litigated, the student will be responsible for all litigation expenses including attorney's fees and court costs. Accounts that are referred to a contracted collection agency may also be reported to credit bureaus.

### Returned Payment Policy

A returned payment is defined as an item returned to the University rightfully unpaid due to no fault of the bank or the University.

- The University accepts payment by personal check, which includes E-Check (ACH) payments online, and reserves the right to withdraw that privilege at any time to anyone.
- The University accepts payment by credit card online and reserves the right to withdraw that privilege at any time to anyone.
- The person receiving the benefit from the returned check, ACH, or credit card payment is responsible for repayment if the item is returned to the University unpaid or disputed.
- A twenty-five dollar returned item charge and the amount of the returned item will be posted to the account of the person who received benefit of the check, ACH, or credit card payment.

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- Students, who fail to clear their account of returned checks, ACH, or credit card payments within ten days, MAY BE resigned from school and will have to pay a fifty dollar reinstatement fee, the returned item, and returned item charge.
- It should not be assumed the University will resign the student. A student who discontinues going to class without officially resigning from the University will be subject to the grade of "F" in each course.
- Students who have been resigned are eligible for reinstatement upon repayment of the fifty dollar reinstatement fee, the returned item, and the returned item charge.
- Stop payments are considered returned items and are subject to all penalties.
- A student who fails to make payment prior to the first day of final exams may not receive credit for the work done that semester and will not be allowed to register for future semesters until the delinquent amount is paid. In addition, unpaid returned items may be turned over to other agencies for prosecution and collection.
- Any questions concerning this matter may be addressed to the Student Financial Services Office at (936) 294-1087 or email at [sfs@shsu.edu](mailto:sfs@shsu.edu).