Registration Payment Information and Instructions

Please Print For Your Records

Payment Information:
Tuition payments are made on-line via Nelnet Business Solutions (NBS) e-Cashier. You may pay your tuition from your checking or savings account, or by Visa, Master Card, Discover or American Express. (All credit card transactions will be charged an additional service fee.) Payment can be made in full, or for the Fall and Spring semesters you have the option of budgeting tuition with a 3 month payment plan. Students using the monthly payment plan will make a 25% down payment, which is processed immediately, and will be charged a $25.00 enrollment fee with additional monthly payments to follow. Please have bank or credit card information available when you make your on-line payment. (e-Cashier is not MacIntosh compatible so all MacIntosh users should use a PC compatible computer to pay tuition.) The monthly payment plan is not available to students enrolled in a Doctoral program with monthly billing.

When making payment, e-Cashier will automatically charge the balance on your Tuition account. Please be sure this balance is correct before you complete the payment section of your registration. If you have any necessary adjustments, please contact the appropriate office.

Financial Aid: If you have scholarship money or aid from a source other than SBTS, be sure to bring documentation to the Financial Aid office before you make your payment. The Financial Aid office will then adjust your Tuition account. If you have any questions, please contact the Financial Aid office at 897-4206 or 1-800-626-5525 ext. 4206.

Third Party Billing: If SBTS bills vocational rehab, your church, employer or another organization for your tuition, please bring documentation to the Accounting office before the payment deadline. The Accounting office will then adjust your Tuition account. If you have any questions, please contact the Accounting office at 897-4128 or 1-800-626-5525 ext. 4128.

Important Reminders:
- Students must pay the complete tuition balance or have enrolled in the monthly payment plan by the payment deadline to avoid a late payment fee and possible withdrawal from all courses.
- Students who change their schedules by adding or dropping courses must pay any remaining balance by the payment deadline to avoid a late payment fee and possible withdrawal from all courses. If you have paid with the monthly payment plan please notify Accounting immediately to adjust your tuition balance and payments.
- If you wish to put more than the required 25% down payment on your monthly payment plan, please contact Accounting before the payment due date. Additional payments must be processed before you complete your on-line payment.
- Students using the monthly payment plan who have additional charges or credits to their tuition account during the semester must notify Accounting to have payments adjusted. The Accounting office does not adjust balances without notification from the student.
- Please do not wait until the last day to make payments. Many students discover they have questions or need additional information and cannot complete their payment in one day, resulting in a late payment fee.
- Students must re-apply for the monthly payment plan each semester.
**Payment Instructions:**

After completing your registration, sign on to e-Campus by going to [www.sbts.edu](http://www.sbts.edu), current students and e-campus under the Quick Links section. Sign on with your user name and password.

- Click the Accounting tab.
- Click the link that says, Tuition Account, View and pay your tuition account.
- You may now view your tuition account history and important information regarding payments at the bottom of the page. You will also see the Calculate My Bill button (the calculate fees option will only calculate fees for one semester at a time).
- Click **Calculate My Bill** to update your tuition balance. You must recalculate your fees each time you change your schedule by adding or dropping courses. If your tuition account changes after enrolling in the e-Cashier monthly payment plan please contact Accounting to make the necessary adjustments.
- **VERIFY YOUR TUITION ACCOUNT BALANCE IS CORRECT BEFORE PROCEEDING.**
- Click the e-Cashier icon that describes the type of payment you are making.
- Follow the instructions on e-Cashier to complete your payment.
- Print the final page with your **Confirmation Number** for your records. (Example: EH1041)

If you have questions regarding on-line tuition payments you may contact Accounting Monday through Friday between the hours of 8:00 a.m. and 4:30 p.m. at 897-4128 or 1-800-626-5525 ext. 4128.

Remember: Failure to pay the balance due by the payment deadline will result in a late payment fee and possible cancellation of your registration. Also, to avoid late payment fees notify Accounting if you change your schedule after signing up for the e-Cashier monthly payment plan.

1. On the E-Campus screen click the Accounting tab.
2. On the Accounting page click “View and pay your tuition account”.

![E-Campus Screen](image)
Click "calculate my bill" and verify your charges are correct. You may then choose your payment option.

You will be taken to the e-Cashier website. Please follow the directions to make your payment and print your confirmation number when complete. If you do not receive a confirmation at the end of your session, you have NOT paid for your courses. Please try again. You may check your balance on e-Campus after one hour if you are not sure if the transaction was completed. Your account balance should now be $0.00.