Registration Payment Information and Instructions

Please Print For Your Records

**Payment Information:**
Tuition payments are made on-line via e-Cashier. You may pay your tuition from your checking or savings account, or by Master Card, Discover or American Express. (All credit card transactions will be charged an additional convenience 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 within the next 2 weeks 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.) On-line payment options are not available at this time 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 S.B.T.S., 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 S.B.T.S. bills vocational rehab, your church, employer or another organization for your tuition, 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 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 Services 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 Services before the payment due date. Additional payments must be processed by Accounting 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 Services to have payments adjusted. Accounting Services does not adjust balances without notification from the student.
- After completing your on-line payment, be sure to print the final page with your confirmation number and keep for your records.
- 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.
Payment Instructions:
After completing on-line registration sign on to Accounting. (www.sbts.edu, click e-Campus at the bottom of the screen. Sign on with 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 FACTS 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 FACTS 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”.

![Image of e-Campus page](image-url)
You will be taken to the FACTS 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 can check your balance in E-Campus after one hour if you are not sure if the transaction was completed. Your account balance should now be $0.00.