

Business Office

NEW STUDENT ORIENTATION



Where can I find my bill?

West Texas A&M University does not mail billing statements.

To view bill, student must:

1. Login to My Buff Portal
2. Click on Buff Advisor
3. Click Students
4. Click [View Account and Make Payments](#)

Check accounts regularly and often throughout the semester even when bill is paid.

NEW STUDENT ORIENTATION



AUGUST 20, 2019

1st Payment Deadline Requirement

There are only two options for this deadline:

1. Account set up on a payment plan and 25%+ of total charges paid.
2. Account paid in full.

Accounts that are 25%+ partially paid and not set up on a payment plan will receive an account hold until the payment plan is submitted.

Students who do not meet this payment requirement will have their schedule deleted for failure to be in compliance for the payment deadline requirements.

NEW STUDENT ORIENTATION



Deferred Payment Plan

- **September 26, 2019** –
2nd payment deadline, missed payments will be assessed a \$20 late fee
- **October 17, 2019** –
3rd payment deadline, accounts not paid 75%+ will receive an account hold, missed payments will be assessed a \$20 late fee
- **November 7, 2019** –
4th and final payment deadline, accounts not paid in full will receive an account hold, missed payments will be assessed a \$20 late fee

NEW STUDENT ORIENTATION



Payment Methods

- **Payment by web-** checking, savings account, credit or debit card
- **Payment in person** – Cash, check, money order, trust fund check, credit or debit card
- **Payment by mail** – Check, Money order or Trust Fund Check:

Accounting & Business Office
West Texas A&M University
WT Box 60999
Canyon TX 79016

Must include driver's license and phone number, must include student ID, name and specific purpose of payment.

NEW STUDENT ORIENTATION



Sponsored Billing Payments

Submit letter of credit, authorization, or promissory note:

1. In person 8am-5pm Monday-Friday
2. By email- using Buff email, bo@wtamu.edu, must include Buff ID and full name

Sponsorships include:

- *Federal Agencies
- *State Agencies
- *Company tuition assistance programs
- *Some State Pre-Paid tuition programs

Sponsored billing is NOT an employer reimbursement program.

NEW STUDENT ORIENTATION



Texas Guaranteed Tuition Promise

All new West Texas A&M University students utilizing their TGTP account must provide a copy of their card the first semester.

Student must call, come to the office, or email every semester for all future semesters.

WTAMU is not permitted to assume an account should be utilized without student's request.

Account holders need to check benefits each semester. Most students run out of benefits before they graduate.

NEW STUDENT ORIENTATION



Last resort when actual payment is delayed:

- Application on Buff Advisor
- Available 10 to 12 days prior to the 1st payment deadline
- 90 day loans for Fall and Spring
- Maximum of \$2,500.00*
- Interest begins accruing when the loan is applied to the student's university balance as a payment at the rate of 5% annually

Short Term Emergency Tuition and Fee Loans

NEW STUDENT ORIENTATION



Book Vouchers

Available to all students with a federal aid and/or scholarship credit balance beginning the Monday of the week before classes begin:

- Applied to the student's Buffalo Gold Card, student must bring card
- Maximum of \$600.00
- Form on Business Office Forms webpage, or at cashier window 9am-4pm
- Close at 4pm on the 4th class day

NEW STUDENT ORIENTATION



Short Term Emergency Book Loans

Last resort when other options are not available:

- Application on Buff Advisor
- Applied to the student's Buffalo Gold Card
- Available beginning the Monday of the week before classes begin
- 90 day loans for Fall and Spring
- Maximum of \$600.00
- Interest begins accruing when the loan is applied to the student's Buffalo Gold card at the rate of 12% annually

NEW STUDENT ORIENTATION



Authorized Users

- **Pay on your student's behalf**
- **Set up your student's payment plan**
- **Receive notifications when installments are due**
- **Save payment methods for future use**
- **Schedule payments**
- **Sign up to receive text messages**

NEW STUDENT ORIENTATION



Announcement

Welcome to the West Texas A&M University Student Payment Center! You can view your current account activity, sign up for a payment plan and make payments. You can also allow authorized users to access your account information, make payments, and view your current account activity.

Student Account

ID: xxx0003


Balance


\$4,982.98

[View Activity](#)

[Make Payment](#)

My Profile Setup

 [Authorized Users](#)

 [Consents and Agreements](#)

 [Notifications](#)

Term Balances

2018 SPRING	-\$0.10
-------------	---------

NEW STUDENT ORIENTATION

- Students can sign up to receive any refunds via direct deposit through Buff Advisor

Financial Information

[View Account and Make Payments](#)

[1098 Electronic Consent](#)

[View My 1098-T Forms](#)

[View My 1098-E Forms](#)

[View My T4A Information](#)

[Bank Information \(U.S.\)](#)

[Bank Information \(Canadian\)](#)

[Payment by Check](#)

[Emergency Loan](#)

Direct Deposit

NEW STUDENT ORIENTATION



Additional Information

To get additional information regarding Cost of Attendance, Payment Methods and Deadlines, Frequently Asked questions and Refund policies see our web page at

<http://www.wtamu.edu/administration/business-office.aspx>

NEW STUDENT ORIENTATION



Contact Us!

Business Office

Phone: 806.651.2080

Hours: Main office 8am-5pm,

Cashier Windows 9am-4pm

Email: bo@wtamu.edu

Facebook: West Texas A&M University Business Office

Twitter: WT Business Office @WTBusinessOffic

NEW STUDENT ORIENTATION

