



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™
EL PASO



Student Business Services (SBS)

Physical Location: 130 Val Verde, 1 block South of the MSB II

Business Hours: Monday – Friday
8 a.m. to 5 p.m.

Phone: 915-215-5680

Email: sbselp@ttuhsc.edu

Mailing Address: TTUHSC El Paso
130 Rick Francis St.
MSC 51011
Attn: Student Business Services
El Paso, TX 79905

Visit us on the web under the **Department of Business Affairs:**
<http://el Paso.ttuhsc.edu/fiscal/businessaffairs/studentbusserv/>



WebRaider Portal



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Action Items

- ▶ Student Health
- ▶ Mental Health Resources
- ▶ Career Resources
- ▶ Quick Links

Manage My Enrollment

- ▶ Registration
- ▶ Commencement
- ▶ Current Term
- ▶ Academic Calendars
- ▶ Grades
- ▶ Transcript

Manage My Finances

- ▶ Student Business Services
- ▶ Student Financial Aid

University Services and Advising Tools

- Career Services / RaiderJobs
- Veteran's Affairs
- Student Resolution Center
- Student Disability Services
- ▶ Student Wellness Center
- DegreeWorks **New**

[More](#)

Training Resources

My required training
You have no required training due

To view your completed training click [here](#), sign in, and then click on "Completed Course Certificates".

[SkillSoft CBT Courses](#)



WebRaider Portal

▶ Commencement



Transcript

Manage My Finances

▶ **Student Business Services**

TTUHSC El Paso Student Business Services

Student Financial Information

Make a Payment/View eBill

Payment Plan Information/Options

My Direct Deposit

Sign the Financial Responsibility Agreement

Global Electronic Consent

1098T - View and Print

Elect to Pay Application **New**

Expanded
View



Payment Policy

- Payment must be received by the established due date.
- Failure to make payment in full
 - May result in a registration and transcript hold, or
 - Denial of credit for course work completed.
 - Diploma will not be released until account is paid in full.

All students must have a Financial Responsibility Agreement on file with SBS.



Payment Options

- Payment in full
 - Cash or Check
 - Debit Card
 - Credit Card (online only; is subject to a 2.95% processing fee)
 - 100% Financial Aid

Payments may be made in person, by mail, or online (credit/debit card or web-check)

- Installment payment plan
- Emergency tuition loan (processed through the Financial Aid Office)



Billing Statements

- Billing statements are emailed
 - To the student's assigned TTUHSC email address, and
 - Electronically approximately three weeks prior to the due date
- Only students registered at the time of the initial billing will receive a billing statement.
- Students who register after the initial billing need to check their account balances via the eBill site accessible through WebRaider Portal.



Credit Refunds

- Financial aid will disburse to your student tuition and fee account.
 - Any amount in excess of tuition and fees or any other credits will be refunded to the student.
- Refunds are processed weekly
 - Monday, Wednesday and Friday.
- Students may elect to receive refunds via direct deposit or by mailed check.
- It is the student's responsibility to maintain a current address or a current/valid bank account number in the student information system.



Refund Policy for Tuition and Fees

- Students who withdraw from the institution are required to pay tuition and fees according to the following schedule:
- Fall, Spring or Summer terms (10 weeks or longer)
 - Before 1st day of class – 0%
 - 1st – 5th day of class – 20%
 - 6th – 10th day of class – 30%
 - 11th – 15th day of class – 50%
 - 16th – 20th day of class – 75%
 - **After the 20th class day – 100%**



Refund Policy for Tuition and Fees

- Fall, Spring or Summer terms
(more than five weeks but less than 10 weeks)
 - Before 1st day of class – 0%
 - 1st – 3rd day of class – 20%
 - 4th – 6th day of class – 50%
 - On or After the 7th class day – 100%

For semesters less than 5 weeks, you must withdraw by the 2nd day of the semester to receive a partial refund.



Title IV Return of Aid

- Federal refund and repayment calculations must be performed for students who receive Title IV (Pell, FSEOG, Perkins and/or Stafford Loans) funds and officially withdraw from all courses, drop out of all courses, are expelled, take an unapproved leave of absence, or fail to return from an approved leave of absence .
- In order to keep all the financial aid issued in each term, students must be enrolled for at least 60% of the term.



Make a Payment/View eBill

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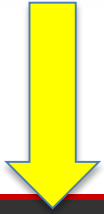
Manage My Finances

- ▶ **Student Business Services**
 - Student Financial Information
 - Make a Payment/View eBill**
 - Payment Plan Information/Options
 - My Direct Deposit
 - Global Electronic Consent

Select this link to view your bill or to make a payment.



View eBill



Announcements

Current Activity

Statements

Account Payment

Payment History

For additional Student Resources go to:
[Student Business Services](#)

Effective April 3, 2017, all credit card payment transactions will be subject to a 2% credit card service fee.

To learn more go to:
[Credit Card Service Fee](#)

Student Account ID: xxxxx6363

Balance **\$17,676.80**

[Make Payment](#) [View Activity](#)

Statements

Your latest eBill Statement (6/6/17) - \$10,176.80 [View](#)

Term Balances

Spring 2018 Medicine	\$8,777.50
Fall 2017 Medicine	\$8,899.30



My Profile Setup

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Installment Payment Options

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Due Date

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Sign the Financial Responsibility Agreement

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1098T - View and Print

Elect to Pay Application **New**



Make a Payment



Announcement

Welcome to the TTUHSC El Paso payment portal.

State Law requires that TTUHSC El Paso inform you of the portion of your tuition that is set aside to fund financial assistance programs for qualifying students. The amount is the line item that begins "Designated Tuition SA" for set aside.

For additional Student Resources go to:
[Student Business Services](#)

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Student Account

ID: xxxxx6363

Balance	\$17,676.80
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[Make Payment](#) [View Activity](#)

Statements

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Term Balances

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Make a Payment

Edit the payment amount if you wish to pay by installment.
Don't forget to include the \$25 installment fee!

Account Payment

Amount

Payment Receipt

Select Payment

Pay by term:

Fall 2017 Medicine

\$8,899.30

\$ 8899.30

Spring 2018 Medicine

\$8,777.50

\$ 8777.50

Payment date:

Memo:



Make a Payment

Account Payment

Amount	Confirmation
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Select Payment Method

Payment amount:
Payment method:

- Select Payment Method
- Electronic Check
- Credit Card
- Debit Card

Pay by credit or debit card or you can pay by web check using your bank account.

Payments made via credit card will be assessed a 2.95% fee.

Electronic Check - Electronic check payments require a bank routing number and account number, or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.

Debit Card - We accept the following debit cards.





Expecting a Refund?

- Sign up for direct deposit!
- Otherwise you will receive a check.
- By U.S. mail! To the mailing address associated with your student account.



Expecting a Refund?

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Elect to Pay Application **New**



Reminder! Expecting a Refund?

- **It is the student's responsibility to maintain a current address or a current/valid bank account number in the student information system.**
- Failure to do so may result in a delay in receiving your refund!



Authorized User

- The Family Education Rights & Privacy Act (FERPA) of 1974 protects the privacy of student education records.
- SBS will not provide information regarding your tuition and fees to any unauthorized third parties. Students may consent to release student information through the Registrar's office.
- Visit the eBill site to grant eBill access to an authorized user.



Authorized User



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[Credit Card Service Fee](#)

Student Account ID: xxxxx6

Balance \$17,676.80

[Make Payment](#) [View Activity](#)

Statements

Your latest eBill Statement [View](#)
Statement (6/6/17) - \$10,176.80

Term Balances

Spring 2018 Medicine	\$8,777.50
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Authorized User

From this page, you can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

▼ Add Authorized User

E-mail address of the authorized user:

Would you like to allow this person to view your billing statement and account activity?

Yes No

Would you like to allow this person to view your payment history and account activity?

Yes No

Continue

Cancel



IRS Form 1098-T

- 1098-T forms are available in late January
- TTUHSC El Paso reports payments received during the tax year.
- Students who are missing a social security number will not be issued a 1098-T
- You must have an electronic consent form on file in order to receive an electronic 1098-T. Students who did not elect to receive electronic communication will have their 1098-T mailed to them.



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**Student Business Services
welcomes you to TTUHSC El Paso!**

We are glad you are here!