SBS offices are located in the General Services Complex (GSC)
750 Agronomy Road, Suite 2901
College Station, TX 77843-2901

SBS is at the GSC on bus route 6. Click for a map!
Office Hours: 8:00 a.m. – 5:00 p.m. Mon – Fri.

Office Hours: 8:00 a.m. – 5:00 p.m. Monday – Friday
No appointments either scheduled or walk-in after 4:00 p.m.
Cashier Hours: 8:00 a.m. – 3:00 p.m. Monday – Friday
Closed on University holidays

- Direct Deposit Required for All Student Refunds
- Tuition & Fee Calculator
- Flat Rate Tuition
- Cost Per Scheduled Hour
- Non-Resident Differential Tuition

View all SBS Answers...
Paying My Bill

- **Tuition**, most required fees, room, board and parking are payable in full, or in four installments.

- Tuition and Fee **Estimates** by Semester Credit Hour are available on our website. A tuition & fee estimate **calculator** is also available for your use.

- The installment plan is a great option for only a $15 dollar charge per semester.

- The installment plan charge is not refundable once a payment is made under the installment plan or after the first installment due date.

- Access your statement through the **Howdy Portal** to pay online

- **Parental/Guardian/Spouse Access** to pay online can be done by having the student register them as an authorized user. Students can read how to grant authorized user access here.

- You may check our website for the current semester **due dates**.

For information regarding how you can pay your tuition and fees, you may visit [http://sbs.tamu.edu/accounts-billing/payment-refunds/pay-tuition/](http://sbs.tamu.edu/accounts-billing/payment-refunds/pay-tuition/).
Texas Prepaid Tuition Funds

Texas Guaranteed Tuition Plan:
- Go to TGTP.tamu.edu
- Click on “Activate My Texas Guaranteed Tuition Plan” to create username & password
  
  Enter:
  - Name
  - UIN
  - Semester You Would Like to Use the Plan (Must be activated each semester)
  - TGTP Account Number
  - Type of Plan

Texas Tuition Promise Fund:
Go to texastuitionpromisefund.com to authorize the payment from your fund to pay Texas A&M University.

How do I authorize a payment to my child's school if they attend a Texas public college, university or community college?
The account Purchaser MUST authorize payment to an in-state Texas public college, university or community college by completing the Benefit Payment Authorization Form. This process must be completed each semester even if your child is enrolled in the same school. The Purchaser can authorize redemption of available tuition units by any of the following methods:

Complete the online form found in the 'Benefits Information' section of your online account access, or
Print, complete and submit the Benefit Payment Authorization form that can be found under the Forms & Materials section.
Waivers & Exemptions

There are a variety of waivers and exemptions students may be eligible to receive as a student at Texas A&M University. Students are responsible for applying for the waiver and/or exemption, and ensuring the waiver and/or exemption has been applied towards their tuition and fees for the current semester.

All waivers and exemptions MUST be processed and entered onto the student’s account:

- each fall/spring by the 12th class day
- each summer by the 4th class day

For a complete list of available waivers and exemptions please visit the Student Business Services website.
Sponsored Students

Students may have third-party sponsors who wish to cover some or all of the charges on a student’s account. Student Business Services invoices sponsors for those charges on the student’s behalf.

For detailed information concerning eligible charges, deadlines, document submission and more please visit our sponsor website.

To contact someone in our office concerning your sponsored billing and payment see our contact information below:

Email: ssb@tamu.edu

Mailing address:
Texas A&M University
Attn: 3rd Party Billing
6001 TAMU
College Station, TX 77843-6001

Priority or Overnight Mail:
Texas A&M University
Student Business Services - PPS
750 Agronomy Road, Suite 2801
College Station, TX 77843-6001

Phone: (979) 847-3337
Fax: (979) 845-9406
Aggie Card

The Aggie Card is your official Texas A&M University ID. It shows your status as a member of the Aggie family. It is important for you to keep your Aggie Card on you at all times. It will allow you to access numerous campus services such as:

- Residence Halls
- Rec Center
- Library
- Dining Halls

And so much more!

It is important to note that if your Aggie Card is lost or stolen please go online to https://myaggiecard.tamu.edu/ to deactivate your card. It is available 24/7, and by deactivating your lost or stolen card you can turn off its functions so that no one else is able to use it.

Also to note, you can request a new Aggie Card and even submit a criteria meeting photo of your choice for your new card. Step by step instructions are available at the my aggie card website listed above. There is a charge for new cards for anything other than normal wear & tear. If your card is worn out please bring it with you to our office when getting your new one so we can waive the fee for you.

To contact the Aggie Card Office you can email us at sbs@tamu.edu, call us at 979-847-3337 or visit us in our office in the General Services Complex, Suite 2801.
Refunds

Refunds to students:

• Financial aid in excess of amount owed to the University
• Other credits on your student account

Refunds are generated by Student Business Services and disbursed to you via the bank account of your choice. ESCI Heartland is our 3\textsuperscript{rd} party servicer.

Direct deposit is the fastest and easiest way for you to receive your refund. Please make sure you log into Howdy and provide your direct deposit information.
Student Business Services
sbs@tamu.edu
(979) 847-FEES
General Services Complex
Suite 2801