

HOW TO MANAGE YOUR STUDENT ACCOUNT SUCCESSFULLY!

MANAGE YOUR FINANCIAL AID

- Visit fafsa.ed.gov and submit 2019-2020 FAFSA and link your 2018 tax return.
- If you have not received your letter regarding your ESTIMATED package, contact Financial Aid: 806.651.2055.
- Follow all the steps listed in Buff Advisor on [Student Self Service](#), ACCEPT/REJECT MY AWARDS. Any missed steps will result in \$0 being disbursed.

MANAGE CHARGES ON YOUR BILL

- Choose housing and meal plan that fit your budget or expected financial aid package; visit the Residential Living webpage for prices.
- Check your bill regularly and often throughout the semester, **even when account shows paid in full!**



MANAGE YOUR REFUNDS

- Set yourself up for direct deposit and never risk a lost or stolen refund check.

[Bank Information US](#) in Buff Advisor



MANAGE YOUR TAX FORMS

- [Electronic 1098](#) Consent in Buff Advisor

By January 31, 2020, an electronic 1098-T form will be ready to print and use to file taxes.

STUDENTS GET REMINDERS VIA TEXT AND BUFF EMAIL

Keep your number current with the Office of the Registrar and check your email weekly!

PLEASE NOTE:

STUDENTS ARE PROTECTED BY FERPA LAW. WEST TEXAS A&M UNIVERSITY CANNOT GIVE OUT ANY SPECIFIC INFORMATION REGARDING STUDENT BILLING TO ANY OTHER INDIVIDUAL WITHOUT PRIOR STUDENT CONSENT.

MANAGE YOUR FINANCIAL ACCOUNT

Login to [Buff Advisor](#) < [View Account and Make Payments](#)

Payment Plans

Set Up a Payment Plan Early

If your bill will not be paid by the first payment deadline, set yourself up on a payment plan for Fall 2019 when you check it the first time after you register.

Make Payment

Schedule and Make Payments

Schedule your payments to be drafted from checking, savings account, or credit or debit card. You may also save your payment information and make payments for each payment deadline, and manually pay before each deadline.

View Activity

Check or Print Itemized Statements

Check your bill for correct housing and meal plan, disbursed scholarships, disbursed aid beginning August 16th, and refunds beginning August 30th. **BILLS CAN CHANGE THROUGHOUT THE SEMESTER, CHECK YOUR BILL REGULARLY.**

My Profile



Authorized Users

Grant Payment Access to Parents, Guardians , Etc.

Add email address of anyone you want to have access to your account to see your bill, make payments, set up payment plans and get payment deadline text reminders.

My Profile



Notifications

Get Text Message Reminders

Add all the cell phone numbers you want to receive payment deadline reminders and other brief information.

FALL 2019 PAYMENT DEADLINE: TUESDAY, AUGUST 20th by 4pm

Option A: 100% of total charges paid.

Option B: Student account set up on payment plan, pay \$30.00 enrollment fee, **AND** 25% or more of total charges paid on [View Account and Make Payments](#) on Buff Advisor.

Schedules not in compliance as per above, by the deadline will be DELETED for non-compliance.

ACCEPTED PAYMENT METHODS- DEADLINES CAN BE PAID BY ANY COMBINATION BELOW:

- [Payment by web](#): Checking, savings, credit or debit card.
- [Financial Aid and/or Scholarships](#): Showing as payment on account. Aid does not begin disbursing until August 16th, (you will not see aid on the student account before this day).
- [External Loan/Third Party/Estate payments](#): Posted as payment, (please include student's full name, ID, contact name and phone number, and payment purpose with payment).
- [Payment in person](#): Cash, check, money order, credit or debit card payment.
- [Payment by mail](#): Check received on or before payment deadline. Check must have Student ID, semester and payment purpose in memo line, and check writer's drivers license and phone number.
- [Sponsored Billing](#): Submission of 3rd party documents to Business Office, bo@wtamu.edu from Buff email. Texas Guaranteed Tuition Students must call/email every semester.

More information can be found on our [Payment Methods and Deadlines](#) webpage.

FALL OPTIONAL PAYMENT PLAN

Any payments missed on the dates listed below will result in a \$20 late fee added to the student's balance.

4pm, Thursday, September 26, 2019

4pm, Thursday, October 17, 2019

All accounts showing any amount overdue after this deadline will result in an account hold that will prevent student from registering, receiving transcripts and diplomas until balance is paid in full.

4pm, Thursday, November 7, 2019

All accounts not paid in full will result in an account hold that will prevent student from registering, receiving transcripts and diplomas until balance is paid in full.

As a last resort, WTAMU offers an emergency tuition and fee loan through [Buff Advisor](#) to eligible students with a social security number on file and no university holds. This loan is designed to provide temporary, partial payment to satisfy State of Texas payment deadline requirements for students who have a delay in other payment methods. Loans will open August 8, 2019 at close at 4pm on the deadline.

For more information login to [Buff Advisor](#) and click [Emergency Loan](#), or see the [Business Office FAQ](#) web page.