HOW TO MANAGE YOUR STUDENT ACCOUNT SUCCESSFULLY!

**MANAGE YOUR FINANCIAL AID**
- 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 YOUR LIFE**
- 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.

**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.

**How to Manage Your Financial Account**
- Login to Buff Advisor < View Account and Make Payments

**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.

**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.

**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.**

**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.

**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.