

Guide to Your Student Statement

Instructions for viewing statements

Log into your [Self-Service](#) Account and choose the **Student Finance** category. You will find a link to the **Account Activity** page on the right side of the screen. The Account Activity page is helpful for quick reference; however, it is very important to review your statement in detail. Use the drop down menu to choose which term based billing statement you want to generate and then click on **View Statement**.

Reviewing Your Student Statement by Section

Billing of Tuition and Fees is based on your registration. An undergraduate student must be registered for at least three course credits to be billed as a full-time student. Financial aid is based on your anticipated registration as a full time student. If you are billed as a part-time student and choose to remain part-time your aid may be adjusted. In order to estimate your full time charge please see Fact Sheets and Forms on the Business Office page of the Austin College website for College Cost.

Remittance Slip

The address on the remittance slip is the students' preferred mailing address. To change your address you must update the [Data Verification](#) Form.

Each term has one primary due date. If your statement has prior term balances the due date defaults to overdue. Prior term balances should be paid immediately.

Account Activity Summary

This section summarizes previous balances due by term, along with current charges by category. It also reflects payments received for the term and any anticipated financial aid. Though the summary is very helpful for quick reference, it is very important to review your Account Activity Details to be sure that your charges and financial aid are correct and complete.

Account Activity Details

Tuition by Total: Displays your current courses by their section number, course title and billing credits as well as your total tuition amount based on your current registration status.

Review your registration status- to be billed as a full-time undergraduate you must be registered for at least 3 course credits. Anyone registered for more than 5 course credits as of the last day to add will be subject to overload fees. Be sure to process all drops by the last day to add!

Tuition by Section: Displays course based fees such as art or science fees. The course number, title and fee amount of each course is reflected here.

Fees: Displays fees such as the Student Activity Fee which is assessed each term to all full-time students. Transcript Fees are assessed during your first term at Austin College and is a one-time fee.

Housing and Food: Displays your room and/or meal plan descriptions, billing date, building and amounts.

If you wish to make changes to your room assignment or meal plan, please contact the Student Life Office at studentlife@austincollege.edu or 903 813-2294.

Miscellaneous Charges: Displays invoice number, date, and amount of items that are charged which are not billed in one of the previously discussed sections this includes [Austin College Student Health Insurance](#) and ACI Payment Plan credits.

Payments: Displays receipt number, date, amounts and payment method of all payments made for the term. Payments are applied to oldest balances first. Your payment may be split among multiple terms.

Note: ACI Payment Plan credits are posted under the Miscellaneous Charge section.

Financial Aid: Each of your financial aid awards (scholarships, grants and loans) is displayed individually in this section. Each piece of aid has a header which tells you the name of the award and has a comment section which may have important information specific to that award. The following items are also displayed for each award:

- **Awarded** – the amount awarded for that type of aid
- **Term** – the term the awarded amount applies to
- **Disbursed** – the amount that has been applied to your charges and is used to calculate your balance due

Note: If the award is a loan with origination fees the disbursed amount will be less than the awarded amount as those fees are withheld by the lender and are not disbursed to the college.

Note: No aid may disburse to the college sooner than 10 days before the start of the term. Until aid is disbursed it will reflect on your statement as Anticipated or Currently Ineligible depending on the status.

- **Anticipated** – this award may reflect as anticipated if it is prior to the disbursement date and it is complete and ready to go with no further action required on your part – this amount is used to calculate the balance due
- **Loan Fee** – the amount of loan fees deducted from the awarded amount at disbursement
- **Currently Ineligible** – amounts for awards which require further action on your part prior to become anticipated or disbursed awards –these amounts are not used in the calculation of the balance due on your statement

It is your responsibility to follow up on any aid not reflected as Anticipated or Disbursed on your statement. Please direct all questions concerning financial aid to the Financial Aid Office at 903 813-2900/800-Kangaroo (526-4276) or finaid@austincollege.edu.

If you have questions about your Statement of Account or payment options, please contact Tiffany Medaris, Student Accounts Receivable Specialists, in the Austin College Business Office at 903 813-2448 or tmedaris@austincollege.edu.