The Business Office and Cashier windows collect payments, such as tuition, fees, and room and board. The office also disperses financial aid refund checks and processes third-party billing and scholarships. Tuition payments can be made in person, by phone, or online through CampusConnect.

CAMPUS LOCATIONS:
Beebe
State Hall, Room 108
501.882.8825/8850

Heber Springs
Student Services/Administration Building, Room 138
501.362.1112

LRAFB
Jacksonville-Little Rock AFB
University Center, Suite 115
501.988.4151

Searcy
Main Building, Bookstore/Business Office
501.207.6204/6202

4.1 STUDENT FEES AND ACCOUNTS
When students register for classes, an accounts receivable record is created. Before the first day of class each term, students must make sure their accounts are settled by the following:
- Payment in full
- Enrollment in the Automatic Payment Plan
- Approved Financial Aid or Scholarships

Failure to do so may result in being dropped from all courses.

Tuition and other obligations are payable on the date indicated. Please check the Business Office website for due dates, www.asub.edu/business-office/. Room & board charges may be paid in full upon moving in or included in the Automatic Payment Plan.

All financial obligations must be settled in full before grades, transcripts, or other official records will be released.
4.2 ACCOUNTS RECEIVABLE POLICY

Students can pay their accounts receivable account at the time they register for courses or anytime up through the required payment date for each term to avoid being dropped from classes.

The methods of payment are:
• Payment in full (Cash, check, credit card, and CampusConnect)
• Partial payments by setting up an Automatic Payment Plan
• Approved financial aid, including Pell Grants, loans, scholarships, etc.

Student fees and account balances may be paid with cash, check, or bankcards. The Business Office and Bookstore will accept Visa, MasterCard, and Discover cards.

If paying online through CampusConnect, students have the option to pay in full with a credit card or to pay by installments with the Automatic Payment Plan. There is a $25 enrollment fee per semester for the Automatic Payment Plan.

The last day to pay for each term is the day before the classes begin.

If tuition and fees have not been covered by one of the options detailed above before the first day of classes for each term, registered students will be withdrawn from classes and their accounts receivable balances will be cleared.

No subsequent enrollment is allowed if a student owes an accounts receivable balance from a prior semester. The student billing account is flagged to prevent registration.

Other accounts receivable balances could occur from residence hall charges, hall damages, lost keys, university fines, etc. Those amounts are added to the student accounts receivable account when the Business Office is notified by the Director of Student Life or University Police. The student will be notified by the Director of Student Life about residence hall and/or key charges. University Police will issue the student a ticket for parking or smoking violations.

Returned checks are sent to the Business Office by the banks for insufficient funds, stop payments, or closed accounts. Collection activities for these items will be implemented until payment is received in full. Returned checks will prevent enrollment and could be sent to the Prosecuting Attorney’s Office for collection and/or prosecution if not paid.
Past due balances from prior semesters are turned over to the Department of Finance and Administration for collection by the Debt Set Off program. Accounts remain in the program until fully paid or have been inactive for two years. Student transcripts will not be released until collection has been received in full.

4.3 PAYING BY CHECK
The Business Office and Bookstore will accept personal checks that are made payable in the amount of the obligation to the campus the student is attending: ASU-Beebe, ASU-Heber Springs, ASU-LRAFB or ASU-Searcy. This is a privilege extended for the convenience of the student. All checks must be written on bank checks; drafts and “scratched” checks are not acceptable.

A student, who presents ASU-Beebe a bad check, regardless of reason, MUST make this check good upon notice from the Business Office. A handling charge will be assessed on all bad checks.

Personal checks up to $25 can be cashed at the Cashier window.

4.4 PAYING BY AUTOMATIC PAYMENT PLAN
To help students meet educational expenses, Arkansas State University-Beebe is pleased to offer an Automatic Payment Plan. The Automatic Payment Plan is a convenient tuition management plan that provides a low cost option for budgeting tuition and other educational expenses. It is not a loan program. There is no debt, no interest or finance charges, and no credit check. The only cost to budget monthly payments through the Automatic Payment Plan is a $25.00 per semester nonrefundable Enrollment Fee. The enrollment fee is automatically deducted within 14 days of the agreement being posted to the system. For more information on Automatic Payment Plan, please call the Business Office or visit the website at [www.asub.edu/business-office/](http://www.asub.edu/business-office/). Payments may be withheld from a checking account, debit card, or credit card. The Automatic Payment Plan does not accept VISA.

4.5 FINANCIAL RESPONSIBILITY
Students are individually responsible for their financial obligations. They are expected to make prompt responses and settlement of all financial obligations. Such obligations include tuition and fees, room and board, university fines, library fines and charges, and damage charges.
4.6 BOOKSTORE SERVICE

Students can shop for textbooks in the campus bookstore or online at the ASU-Beebe website. The campus stores stock all of the textbooks and learning materials needed for each course, as well as supplies, apparel, and novelty items.

Students must use a credit card to purchase through the online store. Purchases may be picked up in the Bookstore or shipped to a physical street address. Orders are not shipped to Post Office boxes. The online store may be accessed by the A-Z index on the ASU-Beebe website. Select the bookstore for the campus you attend and then choose Textbook and Course Material to find the items needed.

ASU-Beebe offers the option to rent textbooks. Select the “Rent Your Textbooks” link on the Bookstore homepage to start the process. You will need the textbook information for each book, which is located on the website under Schedule of Classes.

Payment for purchases may be made with cash, check, Discover, Visa, and/or MasterCard. Books may also be charged to financial aid awards or scholarships in the store no sooner than five (5) days before each term begins. Some restrictions may apply.

Textbook buy back dates are the days of final exams. These dates will be posted on the Bookstore website.

CAMPUS LOCATIONS:

Beebe
Student Center, 1st floor
501.882.8849

Heber Springs
Student Services/Administration Building, 2nd floor
501.362.1206

LRAFB
Jacksonville-Little Rock AFB
University Center, Suite 115
501.988.4151

Searcy
Main Building, Bookstore/Business Office
501.207.6204/6202