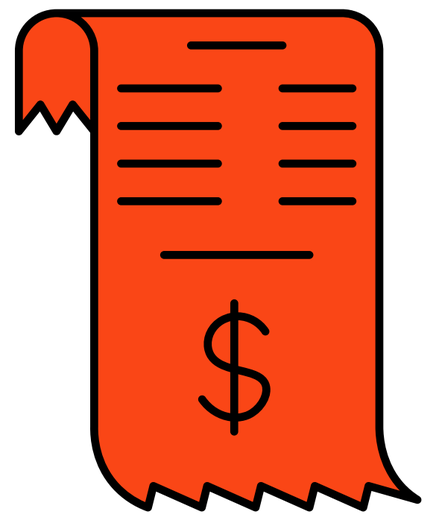
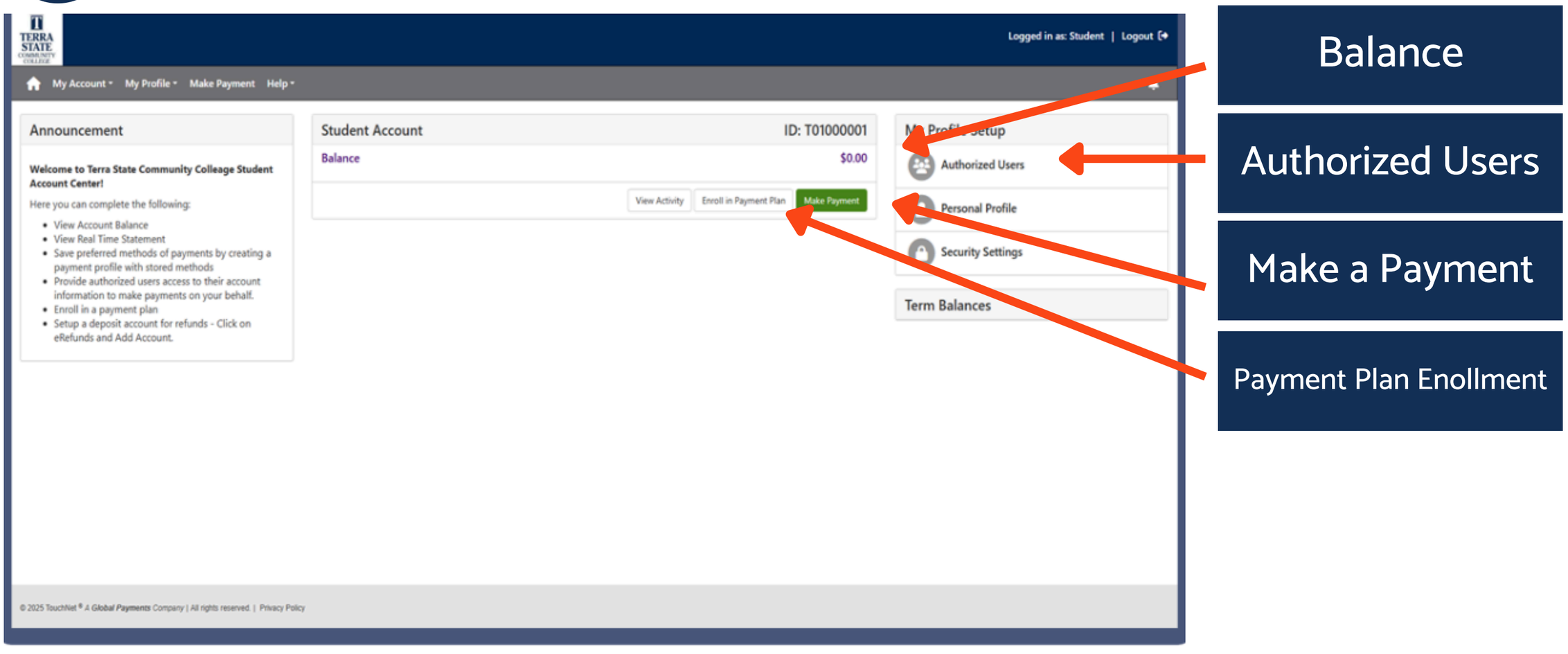
TERRA STATE COMMUNITY COLLEGE

VIEW & PAY MY BILL



What is my student bill? The student bill includes detailed costs for tuition, general fees, library & technology fees, laboratory fees, eCampus TITAN ACCESS (Book Rental), and housing for on-campus students. Through TouchNet, a student can view their charges, payment, and balances or set up ***payment plans*** on their bill.

1. my.terra.edu → Links → Banner Self-Service
2. Login using your Terra Email and Password
3. Student → Student account → View and Pay Bill via TouchNet



1. **Payment Arrangements -** Students must have payment arrangements in place before the start of the semester to prevent classes from being dropped. Payment arrangements include 1) Financial Aid, 2) Employer Sponsorship, 3) Payment in full, or 4) a Payment plan for remaining balances.
2. **Outstanding Balances -** Sometimes, financial aid or employer sponsorship may not cover an entire balance. If you have an outstanding balance, you must establish a payment plan. To see your outstanding balance, go to the ***"home page"*** in TouchNet.
3. **Payment & Payment Plans** - Students can make a payment through TouchNet. A student must set up a payment plan for outstanding balances. *Making a payment is not the same as setting up a payment plan*. To set up a payment plan, you must click on ***"Enroll in Payment Plan"*** and **make the first payment**. Having a payment plan for outstanding balances is the only way to avoid having your classes dropped.
4. **Account Activity** - Click a term under account activity to see a detailed breakdown, including charges, payments, and balances by semester.
5. **Authorized Users** - A student may authorize others (parents, guardians, employers, etc.) to view billing information and/or pay bills on his or her behalf. Authorized users do not have access to your stored payment methods, academic records, or other personal information.
   - PLEASE KEEP IN MIND THAT AUTHORIZED USERS ARE DIFFERENT FROM FERPA RELEASE FORMS. IF AN INDIVIDUAL IS ON A STUDENT'S FERPA, THAT DOES NOT AUTOMATICALLY GIVE THEM AUTHORIZED USER ACCESS IN TOUCHNET.

FOR MORE INFORMATION

Cashier's Office
419-559-2329
cashier@terra.edu