



Once a student has been enrolled in classes, he/she will have a balance that must be paid by the payment deadlines. For information about these deadlines, please refer to the semester calendar of critical dates. Billing emails are sent to the email address(es) we have in electronic student records and the course registration document. Students will not have a balance on their account, nor will they receive a billing email until they are enrolled in classes.

See below for information about making payments and receiving refunds.

Making Payments

Login to your MyLamar account at www.lamar.edu by selecting the “myLamar” tab in the upper lefthand corner of the page, under the “Students Links” section select the "Student Bill Payment" tab, then use your Lamar ID number and your pin to log into your account. Your pin is the same that you use to log in to Self Serve Banner. (If you have not changed your pin, it will be your six digit birthday, MMDDYY format.) This will take you to our secure payment gateway. From this site you can view your invoice and if there is an amount due you can pay via Lamar’s online electronic payment option by simply clicking [Log In to Pay](#).

It is your responsibility to make sure your registration is paid and completed by the due date. You must be half paid or have a loan document on file with the Cashier's Office by 5:00 P.M. on the due date to avoid having your classes dropped for non-payment. Due dates for the terms are 2 working days prior to the first class day of the term.

Is your parent or another party making payment? Once you are logged on to the Bill & Payment suite you can set up an “Authorized User” who will then have the ability to view and pay bills online as well. Just select the "Authorized Users" tab to add their contact information.

The Cashier’s Office accepts payments for tuition and fees, deposits, housing, installment plans, and other misc. charges. We accept debit cards, personal checks, cashier’s checks, money orders, cash and wire transfers.

Payment may be made online with MasterCard, Visa, Discover or American Express credit cards. A convenience fee of 2.75% will apply if you choose this payment method through TouchNet Information Systems.

Payments can also be made:

1. By mail : Lamar University Cashier’s Office - PO Box 10183 Beaumont, TX 77710 Please include the student’s ID number on the check.
2. By using our drop box located in Wimberly Student Services building room 114.
3. In person at a teller window located on the first floor of the Wimberly Student Services Building.

NOTE: A postdated check or a check containing a restrictive or qualified endorsement will NOT be honored. Please be sure to include the student's ID# when mailing any Correspondences, Scholarship Checks, Financial Aid Papers, or other paperwork. **Please mail at least (10) working days prior to the due date to allow sufficient mailing and processing time. All returned checks, drafts or orders, both paper and electronic, are subject to the maximum service charge allowed by Texas law.**

Tuition and fee statements will not be mailed. You can obtain a statement online or in person at the Cashier's Office.

Students who do not pay their tuition will either be dropped from their course(s) and/or restricted from receiving transcripts and taking courses with us in the future until the balance is paid in full.

Important information about tuition responsibility for courses that are dropped or withdrawn from:

Students who drop or withdraw from courses are still responsible for payment of reduced tuition (dependent upon the date of withdraw). Do not assume that dropping/withdrawing from courses frees you from the responsibility of paying tuition. In order to not be charged tuition/fees, you must drop/withdraw prior to the start of classes. Please see the information from our Cashier's office below:

Dropped Courses

*In order to receive a 100% reduction of tuition and fees for dropped courses, a student must drop according to the schedule below **and remain enrolled in some hours with the university.** Questions should be directed to the Cashier's Office.*

Fall or Spring Semester

1. *Through the twelfth semester day, 100 percent.*
2. *After the twelfth semester day, no refund.*

Summer Session

1. *Through the fourth semester day, 100 percent.*
2. *After the fourth semester day, no refund.*

Withdrawal from the university

Tuition and fees may be reduced when a student withdraws. Depending on the amount of reduction and what the student has paid, the student may receive a refund or may still owe money to the university. Any student who officially withdraws from the university will receive a reduction on tuition and fees according to the following schedule.

Fall or Spring Semester

1. *Prior to the first semester day, 100 percent less a \$15 matriculation fee.*
2. *During the first through fifth semester days, 80 percent.*

3. During the sixth through tenth semester days, 70 percent.
4. During the eleventh through fifteenth semester days, 50 percent.
5. During the sixteenth through twentieth semester days, 25 percent.
6. After the twentieth semester day, none.

Should you have questions or concerns, do not hesitate to contact me at 409-880-7425 or the Cashier's office at 409-880-8390.