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### Payment Methods

- Automatic bank payment (ACH)
- Credit card/debit card

### Cost to Participate

- \$25 per semester nonrefundable enrollment fee
- \$30 returned payment fee if a payment is returned

Payments are processed on the 5th of each month and will continue until the balance is paid in full.

### Simple Steps to Enroll

- Go to [myrecords.cbshouston.edu](http://myrecords.cbshouston.edu)
- Click to access MyRecords, our Student Portal
- Enter Student Id and Pin
- Log in
- Go to "Billing" tab
- Click on "Make a payment/payment plan"

### Target Dates to Enroll By:

Fall 2017 e-Cashier available on July 1, 2017

Last day to enroll online	Required down payment	Number of payments	Months of payments
Aug 23	none	3	Sept–Nov
Aug 28	25%	2	Oct & Nov

Spring 2018 e-Cashier available on November 14, 2017

Last day to enroll online	Required down payment	Number of payments	Months of payments
Dec 31	none	3	Jan–Mar
Jan 14	25%	2	Feb & Mar

Summer 2018 e-Cashier available on March 18, 2018

Last day to enroll online	Required down payment	Number of payments	Months of payments
Apr 26	none	3	May–July
May 5	25%	2	June & July

**NOTE:** Full payments may be made on e-Cashier. All down and full payments are processed immediately!

### e-Cashier Availability

Availability of e-Cashier is determined by College of Biblical Studies. Please be aware the college may elect not to have e-Cashier available during specific times and dates during registration.

### Balance Adjustment

Please do not assume your balance will automatically be adjusted if financial aid is received or a class is dropped or added. You should review your agreement balance online through [mypaymentplan.com](http://mypaymentplan.com) or call Student Financial Services at 832.252.4602 to confirm the change.



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[www.MyCollegePaymentPlan.com/cbs](http://www.MyCollegePaymentPlan.com/cbs)

For additional information, call us at 800.609.8056.  
Customer service representatives are available 24/7.