**Family Tip Sheet**

**Student Business Services**

All Texas A&M charges are due in full on the day they are incurred by a student. Tuition and fee “late after dates” can be found on the Student Business Services website. If payment is not received by the current “late after date,” students may receive late registration charges, late payment penalties and additional penalties such as cancellation of courses for the semester or a block on their student account. The student will have to reregister and then pay late registration charges of $100 to $200. Students can view and pay their student account balance online at http://aggie-pay.tamu.edu.

If students are unable to pay their student account balance in full, we do offer an installment plan. Tuition, most required fees, residence hall rent, meals plans and parking permits are payable in installments. The three-payment installment plan requires payment of one-half of deferrable and all non-deferrable fees prior to 5:00 p.m. on the last business day before the first day of classes. The remainder of deferrable fees are payable in two equal installments. A $15 service charge/semester to cover the cost of handling will be assessed to each student who chooses to use the installment plan.

**Aggie Card**

When your student comes to Texas A&M for their New Student Conference, they will have the opportunity to get an Aggie Card. The Aggie Card serves as official Texas A&M identification and also provides access to campus buildings and services while here in Aggieland.

The Aggie Card contains your student’s meal plan if s/he choose to have one. You can find out more about meal plans in the Aggie Dining section of this book. The Aggie Card is also your student’s “key” to their residence hall, if living on campus. A number of labs and buildings on campus also use the Aggie Card for electronically authorized entry.

As you can see, the Aggie Card is an extremely important and valuable tool and it is imperative that it’s kept it safe at all times. It should not be lent to friends or treated carelessly. If lost, the card be be deactivated online; go to aggiecard.tamu.edu, log in, click on deactivate aggie card, and follow the instructions. If your student doesn’t have access to a computer, they can call our 24 hour/day, 7-day/week hot line at 862-4884 to have the card deactivated. If found before a new card is made, just come to our office in the General Services Complex (GSC) and we will reactivate it.

Important Note: Students should never be asked to leave their Aggie Card as collateral for checking out books, software, equipment, etc. If that happens, do not give the card. Instead, ask the person to call (979) 845-4661 for clarification.

**Fee for Courses Attempted More than Twice**

A course that is repeated by a student more than twice at a public institution of higher education in Texas may not be reported for state funding. As a result, the institution must either pass the non-funded portion to all students, or charge a supplementary fee to the student that is repeating the course.

A student attempting certain courses more than twice at Texas A&M University will be subject to a supplementary fee of $125 per semester credit hour ($375 for a 3 hour course) for the repeated course, in addition to tuition and required fees associated with the course. The general criteria for determining which courses are subject to the supplementary fee are:

- A course is subject to the fee if a student has already completed it twice at Texas A&M University with a grade of A, B, C, D, F, F* (academic dishonesty), S (satisfactory), U (unsatisfactory, I (incomplete), Q (authorized drop after the add/drop period) or X (no grade submitted).
- Courses identified by the University as repeatable for credit are not subject to the fee. A schedule of repeated courses can be found at http://www.tamu.edu/admissions/records/.
- Courses dropped with no record (NR), no grade (NG) and withdrawals (W) are not counted as repeated courses.

Students will be notified at the time they register for a course that it has been taken twice at A&M and is subject to the supplementary fee.