



## OFFICE OF BUSINESS AND FINANCE

Dear Texas College Student,

Thank you for choosing to enroll in Texas College for the fall 2022 semester. For your information and use, I would like to make you aware of a few Business Office related services that are available to you.

- **Refund Disbursement Process.** Texas College disburses all school refunds to students via BankMobile (BMTX, Inc.). If you are a new/transfer student, you will receive a message to your Texas College email account directly from BankMobile. You will receive the message at the beginning of the term, after you have finished registering for your courses. The email message will ask you to establish/ create a login account for your student refund payments. You will not be able to receive any student refunds/payments until your account is established. After you establish a BankMobile account, it is recommended that you maintain up-to-date information (i.e. mailing address, phone numbers, email addresses), and Additional information regarding the student refund process is located at <https://bankmobiledisbursements.com/refundchoices/> .
- **Laptops Will Be Available for Students Use.** Students who request to receive a laptop will be charged a deposit fee of \$250.00; the fee will be removed from the students account once the laptop is returned to the College, typically at the end of the semester. If you are interested in borrowing a laptop for fall 2022 semester, please complete the online laptop request form (<https://www.texascollege.edu/student-laptops/>). Once you have completed the registration process, the College will release a laptop to you.
- **Online Payment Portal.** For your convenience, you may make payments for your tuition, housing reservation and registration fees, transcripts, lost ID badges, etc. online <https://www.velocitypayment.com/client/capitalone/texascollege/index.htm> . The schedule of fees is also available online for review <https://www.texascollege.edu/office-of-brbusiness-finance/tuition-fees/> .
- **Technology/Help Desk Services.** IT related concerns (JICS log-ins, student email account, password resets, computer/laptop issues, and Wi-Fi issues) should be made thru the Information Technology Department. The contact information for the IT Department is (903) 593-8311 ext. 2315; the email address is [support@texascollege.edu](mailto:support@texascollege.edu). The preferred method of communication is via email.

On behalf of the Office of Business and Finance, we hope you have wonderful and productive semester!

Warm Regards,

Ms. Millicent L Rickenbacker, MBA  
Vice President for Business and Finance