

## Payment Information for Fall 2025 Dual Credit Registration

**Payment Deadline 9/3/25 (5 p.m.)**

- Payment methods include:
  - Payment in full: Online using myTC (contact our Service Desk at 903-823-3030 for assistance).
  - Payment in full: Call Student Accounts Office at 903-823-3331 (debit or credit card only).
  - Payment in full: Stop by Texarkana College Administration Building, Student Accounts Office (downstairs across from Welcome Center).
  - Payment in full: Mail a check to Texarkana College, Attention: Business Office, 2500 North Robison Road, Texarkana, TX 75599 (Be sure to put student's full name, date of birth and phone number on the check or in the envelope).
  - Payment by installment: Online only using myTC.
  - Contact your high school counselor for information about available scholarships. Schools must submit this information to Texarkana College before student accounts can be adjusted.

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Payments by phone **not available** on **Friday, August 29<sup>th</sup> after 12 p.m.**

Payments online **not available** from **Friday, August 29<sup>th</sup> from 12 p.m. until Tuesday, September 2nd at 9 a.m.**

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- Contact our Service Desk for login or password information (903-823-3030).
- Students only get 100% refund if they drop **before term begins** (not before their individual class begins) Classes officially begin **8/25/25**.

Students are encouraged to enroll in the auto pay plan. If your account is insufficient, Transact will assess a \$30 fee. If you are late for a payment, Transact will assess a \$10 late fee.

### **PAYMENT PLAN DETAILS**

(All payment plans are charged \$30 fee at setup time)

<b>Setup By</b>	<b>Down Payment</b>	<b><u>Automatic draft payment dates</u></b> <b>Drafts Monthly</b>	<b>Payment in Full</b> <b>Due by</b>
9/3/25	25%	Depends on date of payment plan setup	12/10/25

NOTE: All payment plans automatically adjust up or down depending on the student account. If a student adds or drops a class, the payment plan amount can go up or down accordingly. It will adjust what they owe automatically on their payment plan. Emails are sent to the email address supplied during payment plan setup to notify person of pending payments, change in payment plan amount etc.

## Refund Schedule

Drop Date	Percentage of refund
Before 8/25/25	100%
8/25/25 to 9/15/25	70%
9/16/25 to 9/22/25	25%
9/23/25 or later	No refund

## Important Phone Numbers for Students

TC Service Desk: 903-823-3030

TC Student Accounts Office: 903-823-3331 (Office hours: Monday – Thursday, 8 a.m. to 5 p.m. and Friday, 8 a.m. to 4

Transact (payment plans): 1-888-381-8054

***NOTE: Students must be registered to make any type of payment. TC works with area high schools to schedule registration.***

## Payment Plan Steps: Transact

- Go to [my.texarkanacollege.edu](https://my.texarkanacollege.edu)
- Log in and go to the **Student** tab
- Select **Billing and Payments** from the menu on the left-hand side
- Click on **My Account Balances** to ensure your account is up to date
- On the **Billing and Payments** page, under **My Account** heading, click on the green **Go to Transact** button
- Scroll down and click on **View Payment Plan Options**
- Click **Enroll in Plan**

*TC does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs, activities, admission or employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Director of Human Resources/Title IX Coordinator, 2500 N. Robison Rd., Texarkana, TX, 75599, (903) 823-3355, [human.resources@texarkanacollege.edu](mailto:human.resources@texarkanacollege.edu)*

## Payment Information for Spring 2026 Dual Credit Registration Payment Deadline 1/28/26

Payment methods include:

- **Payment in full:**
  - Online using myTC (contact our Service Desk at 903-823-3030 for assistance).
  - Call the Student Accounts Office at 903-823-3331 (debit or credit card only).
  - Stop by Texarkana College Administration Building, Student Accounts Office (downstairs across from Welcome Center).
  - Mail a check to Texarkana College, Attention: Business Office, 2500 North Robison Road, Texarkana, TX 75599 (Be sure to put student's full name, date of birth and phone number on the check or in the envelope).
- **Payment by installment:** Online only using myTC.
- Contact your high school counselor for information about available scholarships. Schools must submit this information to Texarkana College before student accounts can be adjusted.

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**Preferred method of payment:** Online using myTC account (payment in full or payment plan)

**Payments by phone:** 903-823-3331

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- Contact our Service Desk for login or password information (903-823-3030).
- Students only get 100% refund if they drop **before term begins** (not before their individual class begins)  
Term officially begins **1/20/2026**.

Students are encouraged to enroll in the auto pay plan. If your account is insufficient, Transact will assess a \$30 fee. If you are late for a payment, Transact will assess a \$10 late fee.

### **PAYMENT PLAN DETAILS** (All payment plans charge a \$30 fee at setup time)

<b>Enroll By</b>	<b>Down Payment</b>	<b><u>Automatic draft payment dates</u> Drafts Monthly</b>	<b>Payment in Full Due by</b>
1/28/26	25%	Depends on date of payment plan setup	5/11/26

**NOTE:** All payment plans automatically adjust up or down depending on the student account. If a student adds or drops a class, the payment plan amount can go up or down accordingly. It will adjust what they owe automatically on their payment plan. Emails are sent to the email address supplied during payment plan setup to notify person of pending payments, change in payment plan amount etc.

## Refund Schedule

Drop Date	Percentage of refund
Before 01/20/26	100%
01/20/26 to 02/9/26	70%
02/10/26 to 02/16/26	25%
02/17/26 or later	No refund

## Important Phone Numbers for Students

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TC Student Accounts Office: **903-823-3331** (Office hours: Monday – Thursday, 8 a.m. to 5 p.m.; Friday, 8 a.m. to 4 p.m.)

Transact (payment plans): **1-888-381-8054**

***NOTE: Students must be registered to make any type of payment. TC works with area high schools to schedule registration.***

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- Scroll down and click on **View Payment Plan Options**
- Click **Enroll in Plan**