

Business Office

The Business Office, located in the John Shepherd Administration Building, and a cashier's window in the Ben Alexander Student Learning Center coordinate many faculty and staff services while functioning as the official payment centers for all student tuition and fees. Financial Aid is disbursed through Nelnet Business Solutions. Students can receive their financial aid disbursement through direct deposit, reloadable prepaid card or have a paper check mailed to their address on file. In order to sign up for direct deposit or a reloadable prepaid card, students must log in to their T-Bird Web Portal, click on Nelnet Portal (Payment Plan, Full Payment, or Refund) and follow the instructions. The Business Office also disburses student worker payroll checks. Due to limited cash on hand, the Business Office is unable to cash payroll checks. The Business Office monitors student accounts to ensure all payments are made when due.