

# VIEW, PRINT & PAY

## YOUR STUDENT ACCOUNT ONLINE

Southeast Tech students can now access a copy of their student account statements, review student account balances and pay student account balances online. Go to [stinet.southeasttech.edu](http://stinet.southeasttech.edu) to access your account information.

### PAY ONLINE USING CASHNET

1. Log on to STInet and go to the “Student” tab.
2. Click on the blue “Student Finances” link located on the left hand side of the Student page, and then the “Business Office” link, also on the left hand side.
3. Click on the “Go to CASHnet” link in the upper right corner.
4. Click on the “Pay” link next to the listed dollar amount.
5. To pay a partial amount, select the “Edit” tab and change the payment amount, otherwise select “Checkout.”
6. Follow the on-screen instructions to enter payment information.
7. An email receipt confirmation will be sent when payment is complete.

### PRINT A COPY OF YOUR STATEMENT

1. Log on to STInet and go to the “Student” tab.
2. Click on the blue “Student Finances” link located on the left hand side of the Student page, and then the “Business Office” link, also on the left hand side.
3. Click on the “Course and Fee Statement” link and then “Generate My Course and Fee Statement” (this may take a few minutes depending on network usage and your internet connection speed).
4. When the statement is ready, a link to view your Course and Fee Statement will appear. Your statement is ready to view, save and/or print. **Please note:** Statements are created in Adobe PDF format. You will need an Adobe viewer to see your statement.

### ADDITIONAL INFORMATION

- You will receive an email to your official Southeast Tech email account when charges are ready for viewing online.
- If you add classes on or before the tuition and fee payment due date, you will need to make plans to pay for those classes on the tuition and fee payment due date for the current term.
- If you add classes AFTER the tuition and fee payment due date, you will need to make plans to pay for those classes 48 hours after the charges appear on your Southeast Tech My Student Account site.
- Unpaid student balances, not covered by a current term payment plan or a third party authorization, are subject to late fees after the Tuition and Fee Payment due date.