

BUSINESS OFFICE

Q: How is my tuition rate determined?

The [tuition rate](#) is determined by a student's permanent legal place of residence and the responses to a series of residency questions on the Apply Texas application for admission.

- **In-District**-Residents of Cooke County
- **In-District Branch Campus**-Resident of Graham ISD Service Area
- **In-State**-All other Texas residents as well as residents of Oklahoma counties bordering Cooke County who, due to reciprocal agreement, pay the same tuition rate as Texas residents.
- **Out-of-State**-In addition to residents of states other than Texas, this also includes international students; citizens of any country other than the United States.

Q: Why am I being charged out of state tuition when I have lived in Texas for years, or why is my tuition rate showing \$10,000 or more?

The \$10,000 rate is an error which means your residency status is not being calculated correctly and can easily be corrected by contacting admissions@nctc.edu. If you feel you should be getting charged an In-state tuition rate, review your Admissions Checklist items for extra documents you may need to provide to establish Texas state residency. You can reach out to an Enrollment Guide at admissions@nctc.edu to help you and review your application.

Q: How can I get or set up my student ID/debit card and where can I use it?

You can contact our Business Office at SBR-payments@nctc.edu or by calling (940) 668-4200 for any questions about your NCTC student ID/debit card and how to have this card issued or setting up how refunds are routed. Visit our [Business Office page](#) for new information about getting your debit card issued by mail! So you would only need to come to campus to get a photo ID issued, however the student debit card can be issued directly through Herring Bank by [following the steps outlined here!](#)

Once you are registered for classes, through your [OneLogin](#) you will access MyNCTC and make a choice for your Direct Deposit Designation. If you have been unable to receive your NCTC student debit card, at this time, your disbursement or refund will be mailed to your address on file with NCTC.

Q: Once I register for classes, when is payment due?

Payment arrangements need to be made based on the schedule located on our [Lion365 page](#). How quickly you need to set up payment depends on the time of registration, and how far in advance you are enrolling for a future semester. Payment arrangements include paying in full, setting up an online payment plan, accepting your awarded Financial Aid, or having an approved agreement for payment by a third party such as your employer, a tuition waiver, scholarship, etc.

Q: How do I know how much I owe?

You can access your account balance by using your [OneLogin](#) link to access the MyNCTC student portal and click on the **Student Services** tab. From there you will choose the **Financial** option on the left-hand menu and then choose **My Account Balances** in the Payment Options window. Be sure to select the correct semester and year when looking for your fee statement. NCTC periodically sends out emails and/or text messages to anyone with an outstanding balance; auto-generated emails normally go out within 24 hours of adding or dropping a course to prompt you to check your account balance.

Q: How do I pay online or set up a payment plan?

Using your Laptop or Personal Computer

- Using your [OneLogin](#) link, access the MyNCTC student portal.
- Next, select “**Student Services**” tab at the top of the page.
- Then, select “**Financial**” on the left side of the page.
- Once on the Financial page, scroll down to “**Payment Options**” and select the correct term in the drop-down box.
- You will then have the option to set up a payment plan, or pay in full.

Using your SmartPhone

- Using your [OneLogin](#) link, access the MyNCTC student portal.
- Next, tap the three lines at the top left of the page and scroll to “**StudentServices.**”
- Once on the Student Services page, tap the blue circle with the arrow at the bottom of the screen and select “**Financial.**”
- Once on the Financial page, scroll down to “**Payment Options**” and select the correct term in the drop-down box.
- You will then have the option to set up a payment plan, or pay in full.

Q: Where do I find my 1098T form for income taxes?

- Go to www.1098T.com
- If the student qualifies for one (paid some out of pocket), you will find it there. (If tuition is Covered by grants/scholarships/third parties, the student may not qualify to receive one, as no out-of-pocket)
- Once there, click on “Access my Record”
- It will ask for your social security number, last name, and a password. You will not have a Password, so leave that blank and hit “continue.”
- At this point it will ask you to create a password; you should then be able to print your form.