



## Payment Process for TEAS

Thank you for signing up to take the TEAS. Because we have a limited number of spots available for each testing date, we only reserve spots for the students who have **CREATED AN ACCOUNT, REGISTERED** and **PAID** for the TEAS. THEREFORE, **YOUR TEST DATE ISN'T FINALIZED** UNTIL YOU HAVE COMPLETED THE ENTIRE PROCESS!

The TEAS fee is \$85.00. Payments can only be made at the cashier's office which is located in the Administration building on the Reid State Main campus. The office is open Monday-Thursday from 8am-4pm and on Friday from 8am-1pm. Cash, debit cards, and credit cards are accepted.

Once you have made your payment for the TEAS, TO COMPLETE THE PROCESS, you will email a copy of your TEAS receipt to [ethomas@rstc.edu](mailto:ethomas@rstc.edu). You can also hand deliver a copy of your receipt to Ms. Thomas personally. Ms. Thomas' office is on the second floor of the Edith A. Gray Library, room 208. Once Ms. Thomas has received your receipt of payment, your TEAS sign-up is complete and your test date is now SET.

If we do not receive a copy of your receipt on the day that you have paid for the test, we will not know if you have paid. This can result in you missing your scheduled test date and being pushed back to another available test date.

If you have any questions about payments, you can contact the Cashier's Office at (251)578-1313.

If you have any questions pertaining to the process, you can contact Ms. Thomas at (251) 578-1313 ext.203.