FREQUENTLY ASKED QUESTIONS
STUDENT ACCOUNTS

Changes Coming Soon
The University will transition to a new Payment Center. You will access this payment center through LancerLink, the new student portal that is gradually replacing InsideCBU.

All billing and payment options will be removed from InsideCBU on April 29, 2026, and the new Payment Center is expected to launch May 5, 2026.

View your Course and Fee Statement and Make a Payment

How to View My Course and Fee Statement
- Go to Lancerlink.calbaptist.edu>Student Finance Tab
- Go to Student Accounts Card>Payment Center
- Click "Course and Fee Statement"

How to Make a Payment
- Go to Lancerlink.calbaptist.edu>Student Finance Tab
- Go to Student Accounts Card>Payment Center
- Select "Make Payment"
- Review your Current Account Balance, enter payment amount and click Add
- Select "continue" and enter your payment information

Payment Plan Details
- A $50 non-refundable enrollment fee is required.
- Each plan requires a down payment at time of enrollment.
- Re-enrollment by the payment due date is required each semester.
- Auto Pay is required for payment plans. The total payment plan amount will automatically adjust up or down based off changes to your account balance. Students will receive an email through Lancermail when the plan adjusts.
- Past due balances may not be included in the current semester payment plan. The university expects students to cover all charges for the current semester before advancing to a future semester.
- View our payment plan schedule on LancerLink>Student Finance Tab>Student Accounts Card>Student Account Resources

How to Setup a Payment Plan
- Go to Lancerlink.calbaptist.edu>Student Finance Tab
- Go to Student Accounts Card>Payment Center
- Click "Enroll in a Payment Plan"
- Select the term you want to set up the plan
- Review Plan Details and click "Select"
- Follow prompts to complete set-up

Tuition and Fee Agreement
This required agreement expresses you understand your responsibility to pay your tuition and fees to CBU on time each semester.

How to Submit a Tuition and Fee Agreement
- Go to Lancerlink.calbaptist.edu>Student Finance Tab
- Go to Student Accounts Card>Tuition and Fee Agreement
- Confirm your identity and click "Proceed to Acceptance"
- Review and check the read and accept box then click "Submit Agreement"

Payment Due Date
Students are expected to cover all charges by the Payment Due Date each semester. Payment Due Dates are listed on the Student Accounts Payment Center. Returning students who do not meet the Payment Due date will receive a $200 late fee.

Student Accounts Enrollment Status & Enrollment Confirmation
Enrollment confirmation indicates that you are financially approved to attend classes by the Student Accounts Department. To be confirmed, students must have a valid Tuition and Fee Agreement on file and all student account charges covered by one or more approved payment options by the payment due date.

How to Check Your Enrollment Status
- Go to Lancerlink.calbaptist.edu>Student Finance Tab
- Go to Student Accounts Card>Verify Enrollment Status

Account Access for a Parent or Other Payer (Authorized User)
Students may grant access to parents or other payers (Authorized Users) to review account activity, make payments, and set up payment plans.

How to add an Authorized User
- Go to Lancerlink.calbaptist.edu>Student Finance Tab
- Go to Student Accounts Card>Payment Center
- Go to "My Profile Setup" and click "Authorized Users"
- Click "Add Authorized User"
- Enter the email address for the authorized user and select "Yes' or No" for the information you would like to share. Then click "Continue."
- Review the Agreement to Add Authorized User and check the box "I agree."

How to view my Student's Bill and Make Payment as an Authorized User
- Go to Lancerlink.calbaptist.edu
- Select "Authorized User Login" and enter your login information
- Click on the "Student Name" you are authorized to view
- Click "Course and Fee Statement" to review the bill
- Click "Make Payment" and follow prompts to complete payment

Refunds
Refunds will be processed within 2 weeks or less in accordance with federal guidelines. The university is committed to processing refunds as quickly as possible.

How to Sign Up for Direct Deposit
- Go to Lancerlink.calbaptist.edu>Student Finance Tab
- Go to Student Accounts Card>Payment Center
- At the top of the page click "Refund Account Setup"
- Select "Enroll in multi-factor authentication" if prompted
- Under "Refund Methods"> "Direct Deposit" click "Set up a new account"
- Enter account information and follow prompts to complete sign up