Invoice Submission Checklist

Tuition and fee billing packets should be submitted within 30 days of the semester certification date and include the following:

Required Documents

- ❑ An invoice reflecting the total tuition and fees for all enrolled residents, regardless of payment source. Any payment methods other than PSER should be reflected as a credit on the invoice.
- ❑ A billing summary that includes:
  - Resident Texas Department of Criminal Justice Number
  - Unit where instruction was delivered
  - Total semester credit or clock hours
  - Courses taken
  - Program of study
  - Dates of service
  - Payment method for each student
- ❑ Postsecondary Education Reimbursement (PSER) Authorization Forms for all students funded through PSER.
- ❑ Texas Success Initiative (TSI) Test Form
- ❑ Reconciled class rosters from the week of the certification date.

Submission Instructions

All business documents, invoices, and supporting documentation should be submitted to postsecondary.business@wsdtx.org.