



Policy: Accepting and Processing Student Account Credit Card Payments

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Bursar's Office Policies and Procedures

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Policy

The University does not accept payment by credit card from undergraduate students or from law students for items billed to their student accounts. If UG students or law students wish to pay items that were billed to their student accounts by credit card, they have the option of contacting the University's payment plan provider, Tuition Management Systems (TMS). TMS will assess a fee for this service.

The University does accept credit card payments electronically through V-bill from students in Part-Time Studies and Graduate students for all items billed to their student accounts, including tuition, fees and miscellaneous charges. A fee is assessed for payments by credit card.

We realize many graduate and part-time studies students are reimbursed by their employers at the end of a semester. The electronic credit card payment option through V-bill is offered as a way to pay the charges while waiting for such a reimbursement.

Discover, MasterCard and Amex are the credit cards accepted electronically through V-bill.

Procedure

Each morning an electronic payment file is brought in by the financial teller. The file contains all payments that have settled since the previous day. The file could contain payments from checking or savings accounts as well as credit card payments.

For further information regarding the acceptance of credit card payments, please refer to the Controller's Office policy titled "Policy and Procedure Related to Acceptance of Credit Cards."