

	Policy: Accepting and Processing Student Account Credit Card Payments
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Financial Affairs Department Bursar's Office Policies and Procedures	Approved: December 1, 2017

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). A fee for this service is assessed by the credit card servicer.

Through a third-party servicer, the University does accept credit card payments electronically through myNova from Graduate students, and students enrolled through the College of Professional Studies for all items billed to their student accounts, including tuition, fees, and miscellaneous charges. A fee is assessed by the credit card servicer for payments by credit card.

Discover, MasterCard, VISA and Amex are the credit cards accepted electronically.

Procedure

For credit card payments accepted electronically through myNova, an electronic payment file is brought in by the financial teller each morning. 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](#).