

July 1, 2009

Dear Students and Parents,

Effective July 31, 2009, Pittsburg State University will implement a new policy regarding the acceptance of VISA credit card payments for tuition, fees and housing. You are receiving this letter because you previously made a payment to PSU by using a VISA credit card.

At the end of this month, VISA branded credit cards will **no longer be accepted** for payments made for tuition, fees and housing. This change is taking place due to the growing costs associated with providing electronic payment options.

Credit cards will now be accepted for tuition, fees and housing through Informed Decisions Corporation, a third party credit card processor, utilizing CASHNet's SmartPay service. Informed Decisions Corporation will assess a **convenience fee of 2.9 %** of the total payment amount, which will be charged to your credit card when choosing the credit card payment option. (The university does not control the rate charged or receive any additional proceeds from this service.) Credit cards accepted by the Informed Decisions Corporation service include **MasterCard, Discover and American Express**. VISA branded debit cards can still be used as an eCheck (ACH) for payments.

In addition, credit cards can no longer be processed by the university for tuition, fees or housing charges at the Cashiers & Student Accounts Office located in Horace Mann. **However, a self-service kiosk** will be set up in the Cashiers & Student Accounts and Housing offices in order to accept credit card payments made by students for tuition, fees and housing.

As an alternative to paying with credit cards, PSU offers a **free** payment option using your checking or savings account. You may make checking or savings account payments online by going to [go.pittstate.edu](http://go.pittstate.edu). Please note that debit cards are considered checking accounts (by using the banking institution routing and account number). In addition, cash and check payments will still be accepted in person at the Cashiers & Student Accounts Office located in Horace Mann. Check payments can also be mailed to: Pittsburg State University, Cashiers & Student Accounts Office, 1701 S. Broadway, Pittsburg, KS 66762-7536.

In addition, students who used their credit card to defer payment of tuition and fees for 25-30 days (normal credit card payment period) are encouraged to sign up online for the **PSU sponsored tuition payment plan**.

Credit cards can still be accepted on campus for non-tuition or housing related services or products. Some of these locations are: Overman Student Center PSU Bookstore, Gorilla Crossing, the PSU Ticket Office, and Student Health Services.

For questions regarding payment options or payment deadlines, please contact the Cashiers & Student Accounts Office. PSU's Credit Card Policy is enclosed and can be found at [pittstate.edu/office/cashier/credit-card-policy.dot](http://pittstate.edu/office/cashier/credit-card-policy.dot).

Sincerely,

Cashiers & Student Accounts Office  
Pittsburg State University  
(620) 235-4092  
cash@pittstate.edu