

# LAKE SUPERIOR STATE UNIVERSITY PROCEDURES MANUAL

## Administrative Policy

Section: Business and Support Operations

Section Number: 3.7.25

Subject: Credit Card Processing Fees on Student Accounts

Date of Present Issue:  
06/12/2025

Date of Previous Issues:  
None

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### Purpose & Policy Statement:

To establish a standardized and transparent policy for assessing credit card processing fees on student account payments, ensuring compliance with industry standards.

Lake Super State University will assess a non-refundable credit card processing fee on all student account payments made via credit or debit card. This fee reflects the cost charged to the University by payment card processors and ensures these expenses are not covered by institutional funds.

### Scope:

This policy applies to all credit and debit card payments made by or on behalf of students for charges billed through the University's Student Accounts Portal (Bill & Payment Suite), including tuition, fees, housing, and other student-related charges.

### Definitions:

- **Credit card processing fee** – a charge paid to credit card processors for facilitating credit/debit card transactions.
- **Bill & Payment Suite** – Online portal where students view, manage, and make payments related to their student billing account.
- **Payment Card Industry Data Security Standard (PCI-DSS)** – a set of requirements designed to ensure that all companies that process, store or transmit credit card information maintain a secure environment.

### Fee Details:

- A **3.00%** non-refundable processing fee (minimum \$3.00) will be added to all domestic credit or debit card transactions made online for students account payments.
- A **4.25%** non-refundable processing fee (minimum \$3.00) will be added to all international credit or debit card transactions made online for students account payments.
- The fee is **automatically calculated** and displayed during the payment process.
- Credit or debit card payments will be processed through a **third-party payment processor**.
- LSSU **does not receive** any portion of the processing fee.
- **Note:** The percentage rate may be subject to change based on vendor agreements and market rate.

### **Alternative Payment Methods (No Fee):**

To avoid processing fees, students are encouraged to use the following no-cost options:

- **Electronic check (eCheck/ACH)** via the online Bill & Payment Suite.
- **In-person payments** with check or cash at the Business Office Cashier Counter.
- **Mailed checks** made payable to Lake Superior State University.

### **Disclosures & Compliance:**

- The University will **clearly disclose** credit/debit card processing fees on its website, tuition statements, and student bill and payment suite.
- The policy complies with credit **card network regulations** and best practices in higher education.
- Exceptions to the fee may be made **only under extraordinary circumstances** and must be approved by the Vice President of Finance and Operations, or the Controller.

### **Responsibilities:**

- The **Business Office** is responsible for maintaining and enforcing this policy.
- The **Information Technology Department** will ensure secure payment portals comply with PCI-DSS standards.

### **Related Resources:**

- LSSU Student Financial Services
- LSSU Student Accounts Web Portal (Bill & Payment Suite)
- Payment Card Industry Data Security Standard (PCI-DSS)

### **Review Cycle:**

This policy will be reviewed annually and revised as necessary to reflect regulatory or procedural changes.