Florida Gulf Coast University Board of Trustees
June 17, 2008

SUBJECT:   Credit Card Convenience Fee

PROPOSED BOARD ACTION

Authorize Florida Gulf Coast University to charge a credit card convenience fee not to exceed ten dollars per transaction upon a person making an electronic payment by credit card, charge card, or debit card.

BACKGROUND INFORMATION

Section 215.322(3)(b), Florida Statutes, authorizes a state agency to adopt regulations governing the establishment and acceptance of credit cards, charge cards, or debit cards and to impose a convenience fee upon the person making an electronic payment. Upon approval from the Board of Trustees, a convenience fee of up to $10.00 per transaction may be charged when it is more convenient to the public to make an electronic payment by credit cards, charge cards or debit cards to the extent practical and beneficial to both the University and the public. Credit card convenience fees are not refundable to the payor. Convenience fees are not to be construed to permit a surcharge on any other credit card purchase in violation of 501.0117, Florida Statutes.

Supporting Documentation Included:  Credit card survey conducted May 2008

Prepared by:  Controller and Assistant Vice President for Administrative Services and Finance Linda Bacheler

Legal Review:  Vee Leonard, General Counsel (May 28, 2008)

Submitted by:  Vice President for Administrative Services and Finance Joe Shepard
## Credit Card Survey

**May 2008**

<table>
<thead>
<tr>
<th>School</th>
<th>Credit Cards Online? (Y/N)</th>
<th>Credit Cards in-person or FAX?</th>
<th>Do You Charge a Flat Convenience Fee? (please specify % or amount)</th>
<th>Software used to assess fee on small charges (eg library fines)?</th>
<th>Cards Accepted?</th>
<th>E-Checks?</th>
<th>Software or Third Party Gateway?</th>
<th>Satisfied or thinking of a change? Please attach any RFP, RFI, ITN for credit card gateway providers</th>
<th>Processor &amp; on scale of 1-10 satisfaction level</th>
<th>Other Comments (eg. changes anticipated for the fall)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florida A&amp;M University</td>
<td>No</td>
<td>n/a</td>
<td>n/a</td>
<td>Visa &amp; Master Card</td>
<td>No</td>
<td>n/a</td>
<td>n/a</td>
<td>We are considering to start charging a convenience fee.</td>
<td>1</td>
<td>We are considering to start charging a convenience fee. Also, evaluating e-commerce &amp; cashiering systems.</td>
</tr>
<tr>
<td>Florida Atlantic University</td>
<td>Y</td>
<td>Y (in person and fax)</td>
<td>2.75%</td>
<td>Implementing Paypath (Touchnet partner)</td>
<td>A,D,M,V</td>
<td>n/a</td>
<td>n/a</td>
<td>Satisfied - Implementing Convenience fees for late summer implementation</td>
<td>7</td>
<td>We are considering to start charging a convenience fee. Also, evaluating e-commerce &amp; cashiering systems.</td>
</tr>
<tr>
<td>Florida Gulf Coast University</td>
<td>Yes</td>
<td>No</td>
<td>n/A</td>
<td>Peoplesoft/Touchnet</td>
<td>A,D,M,V</td>
<td>No</td>
<td>Payment</td>
<td>Currently Evaluating 5</td>
<td>7</td>
<td>Possible increase in Convenience Fee.</td>
</tr>
<tr>
<td>Florida International University</td>
<td>No</td>
<td>No Fax, seldomly in-person</td>
<td>2%</td>
<td>N/A</td>
<td>N/A</td>
<td>A,D,M,V</td>
<td>n/a</td>
<td>Satisfied, but always looking for a better solution with the difficulty of being PCI compliant</td>
<td>BOA</td>
<td>Possible increase in Convenience Fee.</td>
</tr>
<tr>
<td>Florida State University</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
<td>Self-built</td>
<td>D,M,V</td>
<td>No</td>
<td>Official Payments</td>
<td>Satisfied - Attached is an excerpt from our banking RFP. This section is applicable to merchant services but there are other sections where we specify the need for cutting edge technology in all areas, etc.</td>
<td>FDMS=3</td>
<td>Planning to add merchants and keep on top of new technology.</td>
</tr>
<tr>
<td>New College of Florida</td>
<td>N</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
<td>N/A</td>
<td>D,M,V</td>
<td>No</td>
<td>Satisfied - Attached is an excerpt from our banking RFP. This section is applicable to merchant services but there are other sections where we specify the need for cutting edge technology in all areas, etc.</td>
<td>8</td>
<td>Planning to add merchants and keep on top of new technology.</td>
</tr>
<tr>
<td>University of Central Florida</td>
<td>Y</td>
<td>Yes, in person and on the telephone. No to fax</td>
<td>$10 for tuition, $2 for application fees and Orientation fees.</td>
<td>visa, mastercard, american express, diners club and discover</td>
<td>CashNet</td>
<td>CashNet</td>
<td>Bank of America's Payment Collection Gateway</td>
<td>Planning to add merchants and keep on top of new technology.</td>
<td>9</td>
<td>Planning to add merchants and keep on top of new technology.</td>
</tr>
<tr>
<td>University of Florida</td>
<td>Yes</td>
<td>Debit cards at cashier windows 2.60%</td>
<td>Yes</td>
<td>Visa, MasterCard</td>
<td>A,M</td>
<td>Yes</td>
<td>SmartPay</td>
<td>Satisfied</td>
<td>8</td>
<td>Planning to add merchants and keep on top of new technology.</td>
</tr>
<tr>
<td>University of North Florida</td>
<td>YES</td>
<td>NO FOR STUDENT PAYMENTS</td>
<td>YES</td>
<td>M, D, AMEX (NOT VISA)</td>
<td>June 1st</td>
<td>CORE</td>
<td>SATISFIED</td>
<td>Satisfied, NO CHANGE BEING CONSIDERED.</td>
<td>8</td>
<td>Planning to add merchants and keep on top of new technology.</td>
</tr>
<tr>
<td>University of South Florida</td>
<td>Y</td>
<td>NO</td>
<td>YES</td>
<td>FLAT $10</td>
<td>Banner</td>
<td>Visa, Mc Disc</td>
<td>TouchNet</td>
<td>SATISFIED, NO CHANGE BEING CONSIDERED.</td>
<td>8</td>
<td>Planning to add merchants and keep on top of new technology.</td>
</tr>
</tbody>
</table>

**Florida A&M University**

- No (working on charging)
- n/a
- n/a
- Visa & Master Card
- No
- n/a
- n/a
- Yes
- We are considering to start charging a convenience fee.

**Florida Atlantic University**

- Y
- Y (in person and fax)
- implementing
- 2.75%
- n/a
- A,D,M,V
- (currently) - no Visa once a convenience fee is implemented
- Yes
- Current - Touchnet
- Satisfied - Implementing Convenience fees for late summer implementation

**Florida Gulf Coast University**

- No
- No
- n/a
- n/a
- n/a
- A,D,M,V
- No
- Payment
- Currently Evaluating

**Florida International University**

- Yes
- No Fax, seldomly in-person
- Yes
- 2%
- n/a
- Peoplesoft/Touchnet
- MC, Amex, Discover, Visa
- No
- Payment
- Satisfied
- BOA
- Banking RFP to including CC processing

**Florida State University**

- Y
- N
- Y
- $5 per transaction for online
- Yes
- Self-built
- Amex, Discover, MasterCard, Visa and FSUCard
- Yes
- IC Verify on university server
- Satisfied
- BOA
- Satisfied, but always looking for a better solution with the difficulty of being PCI compliant, FDMS=3
- Possible increase in Convenience Fee

**New College of Florida**

- N
- Yes
- No
- N/A
- N/A
- N/A
- D,M,V
- No
- Official Payments
- Not yet implemented
- N/A
- On-line payments to begin in Fall, 08

**University of Central Florida**

- Y
- Yes, in person and on the telephone. No to fax
- Yes
- $10 for tuition, $2 for application fees and Orientation fees.
- No
- The assessment is created when the web site is set-up - can vary by vendor
- Visa, MasterCard, American Express, Diners Club and Discover
- Yes
- Bank of America's Payment Collection Gateway
- Satisfied
- Attached is an excerpt from our banking RFP. This section is applicable to merchant services but there are other sections where we specify the need for cutting edge technology in all areas, etc.
- Planning to add merchants and keep on top of new technology

**University of Florida**

- Yes
- Debit cards at cashier windows 2.60%
- Yes
- A,M
- Yes
- CashNet
- SmartPay
- Satisfied

**University of North Florida**

- YES
- NO FOR STUDENT PAYMENTS
- YES
- 1.5% going to 2.3% July 1st
- CORE
- M, D, AMEX (NOT VISA)
- JUNE 1ST
- CORE
- SATISFIED

**University of South Florida**

- Y
- NO
- YES
- FLAT $10
- Assess on all pmts against student account regardless of amount.
- BANNER
- VISA, MC DISC
- YES
- TOUCHNET
- SATISFIED, NO CHANGE BEING CONSIDERED.

**Florida A&M University**

- No (working on charging)
- n/a
- n/a
- Visa & Master Card
- No
- n/a
- n/a
- Yes
- We are considering to start charging a convenience fee.
<table>
<thead>
<tr>
<th>University of West Florida</th>
<th>Yes</th>
<th>In person, but moving to eliminate Fall '09</th>
<th>Yes</th>
<th>Flat $10</th>
<th>Yes, but multiple charges can be bundled into one transaction with one convenience fee</th>
<th>Developed In House</th>
<th>M. V. A</th>
<th>Not Yet</th>
<th>USA Epay</th>
<th>Currently satisfied</th>
<th>Local bank/8</th>
</tr>
</thead>
</table>