



BUSINESS OFFICE

1501 Morningside Avenue  
Sioux City, Iowa 51106  
712.274.5000  
www.morningside.edu

May 15, 2017

Dear Morningside College Students/Parents,

For many years Morningside College has accepted credit and debit cards for payment of student accounts and paid the processing charges enacted by the credit card companies on those transactions. As the use of these cards has increased, these charges have become prohibitively expensive for the College.

As a service to our students and parents, we will continue to accept credit and debit cards for the payment of student account balances. However, the College can no longer afford to absorb the additional costs associated with these transactions. A convenience fee program to minimize these costs will be implemented beginning June 1<sup>st</sup>, 2017. This fee will include the following:

- A 2.75% fee will be added to all credit and debit card payments to offset the processing fee the College must pay to the credit card processor. For example, a \$1,000.00 payment to the College will result in a \$1,027.50 charge to your credit card.
- Credit and debit card payments will no longer be accepted over the phone, by fax or in person. There will be computer access located at the Business Office counter for students on site who wish to pay by debit or credit card through CampusWeb. The convenience fee will be charged for these transactions.

The College will provide the following payment alternatives that **will not** incur the convenience fee:

- E-checks – An ACH transfer from your bank account can be processed online through the student's CampusWeb account.
- Paper checks – Paper checks may be mailed to Morningside College Business Office, 1501 Morningside Avenue, Sioux City, IA 51106
- We will continue to accept cash, checks, money orders, and cashier's checks in person at the Business Office located on the 1<sup>st</sup> floor in Lewis Hall.

The savings realized from the convenience fee program will be used to support the academic mission of the College and help ensure the quality of educational experience for our students. If you have questions about this change or any of the payment options available, please visit the Business Office website at [https://my.morningside.edu/campus\\_offices/business\\_office](https://my.morningside.edu/campus_offices/business_office) or call 712-274-5115.

Sincerely,

Jeanette Frey  
Assistant Controller

*The Morningside College experience cultivates a passion for life-long learning and a dedication to ethical leadership and civic responsibility.*