



Southwest Baptist University

October 14, 2008

Dear Students and Parents:

Southwest Baptist University will begin charging a processing fee for the use of credit and debit cards to pay student accounts effective January 1, 2009. The processing fee will be equal to what the University is being charged for this service by our credit card processor, currently 2.5%. MasterCard, American Express, and Discover credit and debit cards will be accepted. Unfortunately, VISA merchant processing policies will no longer allow us to accept VISA credit or debit cards for payments of student accounts effective January 1, 2009.

As you are aware, companies that you buy goods and/or services from include in their price the costs of credit card processing fees. We do not wish to increase our cost to all students for these processing fees. Therefore, since more students and parents are choosing to pay their accounts by credit/debit card, the University is at the point where we must pass this charge back to those who choose to pay student accounts by this method. Since much of SBU's revenue comes from tuition, fees, room and board, this policy makes it much more fair to students who pay their accounts by methods other than credit/debit cards. There will not be a processing fee on student accounts paid by credit/debit cards prior to January 1, 2009.

Your payment options will be expanded to include a toll free automated telephone payment system and a system for having funds electronically withdrawn from your bank account. More information on these new options will be forwarded to you as these systems become fully developed. Currently you may use WebAdvisor, payment at the cashier office, or payment through the cashier by phone. These options will continue to be available to you.

If you have any questions concerning this change in SBU policy, please feel free to contact the SBU accounting office (417-328-1521).

Sincerely,

Handwritten signature of C. Pat Taylor in black ink.

C. Pat Taylor
President

Handwritten signature of Ronald H. Maupin in black ink.

Ron Maupin
Vice President for Administration

CPT:ad