March 17, 2015

Dear Rowan University Parent/Student,

For many years, Rowan University has accepted credit and debit cards for payment of tuition and associated fees, including room and board, and paid the processing charges imposed by the credit card companies on those transactions. As the use of these cards has increased, these charges have become expensive for the University.

As a service to our students and parents, we will continue to accept credit and debit cards for the payment of student account balances. The University, however, can no longer afford to absorb the additional costs associated with these transactions – more than $750,000 a year. A convenience fee program to minimize these costs will be implemented beginning July 1, 2015. This will include the following:

- A 2.75% non-refundable fee will be added to all credit and debit card payments to offset the processing fee the University must pay to the credit card processor. For example, a $1,000.00 payment to the University 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 mail or fax. Credit card/debit card payments can be made both online and in person, both in Glassboro at the Office of the Bursar (located on the lower level of Savitz Hall) and in Stratford at the Cashier’s Office (University Education Center, Suite 1129). The service fee of 2.75% will apply to these payments.

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

- eChecks – An ACH transfer from your bank account can be processed online through www.rowan.edu/selfservice or at www.rowan.edu/epay.

- Paper checks – Paper checks may be mailed to Office of the Bursar, Rowan University, 201 Mullica Hill Road, Glassboro, NJ 08028.

- We will continue to accept cash, checks, money orders, and cashier’s checks in person in Glassboro at the Office of the Bursar and in Stratford at the Cashier’s Office.

The savings realized from the convenience fee program will be used to support the academic mission of the University and help ensure the quality of the educational experience for our students. If you have questions about this charge or any of the payment options available, please visit the Office of the Bursar website at www.rowan.edu/bursar, or contact us at bursar@rowan.edu.

Sincerely,

Office of the Bursar

Revised 5/29/2015