

MEMORANDUM

September 21, 2021

Convenience Fee

The following Program Lab Fees will be placed on the agenda for the October 2021 District Board of Trustees meeting for approval, with an effective date of January 1, 2022. If you have questions and/or concerns, please contact Anita Kovacs, PSC Vice President, Business Affairs, at (850) 484-1728 or akovacs@pensacolastate.edu.

Pensacola State College has been absorbing the cost of processing fees related to students paying with credit cards online for student fees. In the fiscal year ended June 30, 2021, the amount of fees absorbed totaled \$78,765. Since student fee rates have not increased for over 10 years, we are asking the Board to approve the transference of the credit card charges to those using that source of payment in the form of a convenience fee. Florida Statutes 1009.23 and 501.0117 provide for state colleges to charge convenience fees on student fees so long as the amounts do not exceed the costs paid by the institution. The convenience fee will be set to not exceed actual expenses and will be reviewed at least annually. The College's contracted rate for online credit card fees currently approximates 2.75%. The College is currently reconfiguring its systems. We will be asking the Board's approval to implement the convenience fee for student fees associated with the Fall 2022 academic classes, as well as to implement the convenience fee for Spring 2022 continuing workforce education and continuing education (Recreation and Leisure) classes.