



Effective January 7, 2019, credit or debit card payments will only be accepted **online**. AMSC will no longer accept credit or debit card payments in-person.

Atlanta Metropolitan State College has contracted with TouchNet® PayPath a third party company that processes credit and debit card payments. This allows students to pay tuition, fees, fines and other student account charges, conveniently, online with a credit or debit card.

Also beginning January 7, 2019, students who use a credit or debit card to pay tuition, fees, fines and other student account expenses will be charged a 2.85 percent processing fee by TouchNet® PayPath.

How to Avoid the Convenience Fee

1. You can pay by electronic check by providing your bank routing and account numbers online.
2. You can mail a check or money order to the AMSC Bursar's Office/Student Account office.
3. You can pay, in person, by cash, check or money order.

Frequently Asked Questions (and answers!) about the Convenience Fees

❖ What credit cards does TouchNet Pay Path accept?

- PayPath accepts MasterCard, Visa, Discover and American Express. Credit card payments can be made online *via the student portal* or at the *kiosk located in building 600 of the Administration near the cashier window*.

❖ Why is AMSC charging a fee for the use of my credit card?

- The fee is charged by TouchNet® PayPath, a third-party processor contractor, not Atlanta Metropolitan State College. TouchNet® PayPath provides credit card processing services for student accounts. By contracting with TouchNet® PayPath, Atlanta Metropolitan State College can continue to offer students the convenience of using credit and debit cards for payments.

❖ Why is the convenience fee 2.85 percent? How was this percentage established?

- TouchNet® PayPath established the 2.85 percent rate to cover the cost of credit card transaction fees assessed by credit card companies.

❖ **Is AMSC the only college collecting a convenience fee for using credit and debit cards?**

- The fee is charged by TouchNet® PayPath, a third-party processor contractor, not Atlanta Metropolitan State College.
- An increasing number of institutions are collecting convenience fees for credit/debit card transactions.

❖ **Is there any way I can avoid paying a convenience fee?**

- Yes. There are three ways to pay tuition and fees and avoid the convenience fee:
 1. **Pay online** with an e-check, which is an electronic debit to your checking or savings account. This payment can be made online through the AMSC student portal or at the kiosk located in Building 600/Administration Building near the cashier window.
 2. **Mail** a check or money order to the AMSC Bursar's office. Always include your student ID number on the check. Checks and money orders should be mailed to:

Atlanta Metropolitan State College
c/o Bursar's Office
1630 Metropolitan Parkway SW
Atlanta, GA 30310
 3. **Pay in person** with cash, a check or money order at the cashier's window located on the first floor of Building 600/Administrative Building.

❖ **If I make a credit card payment in error, will my convenience fee be refunded?**

- No. The convenience fee is not refundable, even if the payment to which it relates is canceled, refunded, credited or charged back.

❖ **Can someone else make a credit card payment over the Internet on my tuition account?**

- Another user can make an online payment on behalf of the student only if the student has set the individual up as an authorized user.

❖ **Can I make a credit card payment over the phone?**

- Credit card payments will not be accepted over the phone or via mail. This is a security measure that ensures confidentiality of your payment information.

❖ **If I use my debit card to pay my student account charges, will I be charged the convenience fee?**

- Yes. If you use your debit card to pay your student account charges, you will be charged the convenience fee. For debit cards associated with a checking or savings account, the e-check option can be used to avoid paying the convenience fee.

❖ **Will the convenience fee that I am charged be included on my student account or any billing statements from Atlanta Metropolitan State College?**

- No. The convenience fee is assessed by TouchNet® PayPath. The convenience fee will not appear on your student account or billing statement.

❖ **How will this appear on my credit or debit card statement?**

- Two separate transactions will appear on your statement: one transaction for the student account payment and one transaction for the convenience fee. The transaction for the student account payment will appear as “PayPath Atlanta Metro” and the transaction for the convenience fee will appear as “PayPath Convenience Fee.”

❖ **Who can I contact for more information regarding making online payments:**

Student Accounts/Cashier Office, Building 600, Administration Building, 1st Floor

Phone number: (404) 756-4359

Business hours: 8:30 a.m. - 5:15 p.m., M-F

Email: student_accounts@atlm.edu