

Florida Gulf Coast University Board of Trustees  
June 16, 2009

**SUBJECT:** Credit Card Convenience Fee

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**PROPOSED BOARD ACTION**

Authorize FGCU to replace previous action of the FGCU Board of Trustees approving a flat \$10 per credit card convenience fee per transaction with a percentage credit card fee not to exceed 3% per transaction by a third party service provider upon a person making an electronic payment by credit card, charge card, or debit card.

**BACKGROUND INFORMATION**

At the June 17, 2008 FGCU Board of Trustees meeting, a credit card convenience fee up to \$10 per transaction was approved to be charged when more convenient to the public to make payment by credit cards, charge cards or debit cards to the extent practical and beneficial to both the University and the public. Upon approval from FGCU Board of Trustees, a percentage credit card fee not to exceed 3% per transaction may be charged by a third party service provider to replace the flat \$10 fee per transaction credit card fee approved to be assessed and collected by the University. Section 215.322(b) Florida Statutes, authorizes FGCU Board of Trustees to adopt regulations governing the establishment and acceptance of credit cards, charge cards, or debit cards and to impose a convenience fee upon the person making an electronic payment. Credit card convenience fees are not refundable to the payor. Convenience fees are not to be construed to permit a surcharge on any other credit card purchase in violation of 501.0117, Florida Statutes.

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**Supporting Documentation Included:** N/A

**Prepared by:** Assistant Vice President for Administrative Services/ Controller  
Linda Bachelier

**Legal Review by:** General Counsel Vee Leonard (May 6, 2009)

**Submitted by:** Vice President for Administrative Services and Finance Joe  
Shepard