

# How To

## Offer the Credit Card Payment Option to your Borrowers

Campus Partners now offers our customers the option to allow their borrowers to make credit card payments through [mycampusloan.com](http://mycampusloan.com)! This new payment method is being offered in addition to several other electronic payment options available to your borrower, such as AutoDraft, E-Pay, and Pay-by-Phone. By providing your borrowers a variety of payment choices, the probability of prompt, current payments is increased, keeping your borrowers out of default and money being returned to your revolving loan fund. The credit card option can also be used as a method for your borrowers to make emergency payments so their payment arrives on time, avoiding late charges and negative credit reporting.

**If you decide offering the credit card payment option is right for your borrowers, here's what you need to do to sign up:**

- Download the Credit Card Authorization Transaction form from [campuspartners.com](http://campuspartners.com)
- Decide how you would like the processing fee assigned:  
There are two options available:
  - 1) The school can absorb the 3% processing fee (Mastercard, Visa, and Discover Cards accepted)
  - 2) The school can pass the 3% processing fee to the borrower (Mastercard and Discover accepted)
- Determine if you would like the special message printed on your borrower statements
- Sign the form and return to Campus Partners



### **It's that simple!**

Once your Authorization Form is processed, your borrowers will begin to see the Credit Card payment option under the Pay My Loan selection on [mycampusloan.com](http://mycampusloan.com).



If you decide that you do not want to offer this option to your borrowers, you do not have to do a thing. The decision is totally up to you. Schools must complete an Authorization Form in order to take advantage of this new payment method.

### **With Campus Partners, you don't have to worry about the safety of your borrowers' information!**

Security is always our primary concern and you can be assured that Campus Partners procedures are in compliance with stringent Payment Card Industry (PCI) standards, ensuring each transaction is as safe as possible. We never store your borrowers' credit card information on our Web site or System III. Once the payment has processed, all information is deleted!

A Credit Card Authorization Form is attached. If you need additional information or help completing the Credit Card Authorization Transaction form, please contact your Customer Service Representative or Account Manager.



## Authorization Form to Accept Credit Card Transactions

Customer Name: \_\_\_\_\_

System Number: \_\_\_\_\_

I hereby authorize Campus Partners to accept credit card transactions from our student loan borrowers as a third party processor. Without this signed authorization form, I understand that Campus Partners will not allow our student loan borrowers to make payments by credit cards through mycampusloan.com or our staff to make payments by credit cards through System 3i. By agreeing to have Campus Partners accept credit card transactions, I understand that a service fee will be added to each credit card transaction amount. A summary total of all service fees will be added to your monthly invoice unless you elect to have these service fees paid by your student loan borrowers.

Please select from the following options:

\_\_\_\_\_ I understand the service fee will equal 3.00 % of the borrower's payment amount. I authorize Campus Partners to add the service fees assessed on credit card transaction amounts to our monthly invoice. I understand that borrowers from my school will be able to pay their bill using MasterCard, Visa, and Discover with this option.

\_\_\_\_\_ Please include the following special message on borrower billing statements (This message will be added to borrower billing statements for the next 90 days):

“Would you like to make a credit card payment? Now you can use Discover, MasterCard, or Visa to make a payment. Just log on to [www.mycampusloan.com](http://www.mycampusloan.com) and select the Pay My Loan option. If you do not have a user ID, select the First Time User link, or call 1-800-334-8609 to pay by phone.”

\_\_\_\_\_ Do not include special message on my borrower's billing statements.

**OR**

\_\_\_\_\_ I understand the service fee will equal 3.00 % of the borrower's payment amount. I authorize Campus Partners to add the service fee assessed on the credit card transaction amount to the requested payment amount. I understand the borrower's student loan will be credited for the requested payment amount and Campus Partners will retain the assessed service fees. In this case, no service fees will be added to our monthly invoice. I understand that borrowers from my school will be able to pay their bill using MasterCard and Discover with this option.

\_\_\_\_\_ Please include the following special message on borrower billing statements (This message will be added to borrower billing statements for the next 90 days):

“Would you like to make a credit card payment? Now you can use Discover or MasterCard to make a payment. Just log on to [www.mycampusloan.com](http://www.mycampusloan.com) and select the Pay My Loan option. If you do not have a user ID, select the First Time User link, or call 1-800-334-8609 to pay by phone. A 3% servicing fee will apply to all credit card payments.”

\_\_\_\_\_ Do not include special message on my borrower's billing statements.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Return to: Campus Partners, Attn: Debra Pitts, P.O. Box 3176, Winston-Salem, NC 27102, Fax: (336) 607-2025