

**GLENBROOK HIGH SCHOOLS**  
**Office of the Assistant Superintendent for Business Affairs**  
**Regular Meeting Monday, February 22, 2010**

**TO: Dr. Michael Riggle**

**FROM: Hillarie Siena**

**DATE: February 22, 2010**

**RE: Discussion – Convenience Fee**

As part of ongoing initiatives to monitor district programs and services, the area of online payment for services and registration for summer programs was recently reviewed. Currently, bus transportation and food service, as well as registration for summer school and camps, may be purchased online via credit card.

Each credit card transaction is assessed a fee that consists of a percentage of total sales plus a per transaction fee. The fee calculation depends upon which service is purchased and which type of credit card is used (i.e. gold, platinum, etc.). The fee is assessed by each respective credit card processing company and is charged directly to the district. For FY2009, credit card fees were incurred in the amount of \$80,000. For the current FY2010 budget, anticipated fees will increase to \$86,000, with fees for bursar collections representing 47%, food service 35% and bus transportation 18%. Fees for food service transactions are partially offset by Quest, which does not currently bill the district for free lunches served.

In response to rising costs associated with increased usage of online credit card payments, the business office implemented a convenience fee of \$2.50 per transaction for the second semester 2010. The timing of this new procedure coincides with summer school and summer camp registration for this coming summer and early bird bus registration for next year. At online checkout, it is clearly noted that a \$2.50 convenience fee will be added to the transaction total.

A convenience fee for using a credit card to make an online payment is quite common practice; for example, when renewing an Illinois driver's license online or making an online payment for Cook County real estate taxes. The implementation of a convenience fee offsets the costs involved in processing a credit card transaction. District 225 parents, students and staff have the option of payment for services via cash or check, either at the bookstore or cafeteria. Those choosing the option to pay via credit card will be assessed a convenience fee to offset additional costs associated with these transactions.