



## TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER™

Office of the Vice President  
and Chief Financial Officer

February 24, 2017

Dear Texas Tech University Health Sciences Center Students,

For many years, Texas Tech University Health Sciences Center has accepted credit cards as a form of payment for student accounts and has been fully responsible for the associated processing charges imposed by credit card companies on these transactions. Due to the increased use of credit cards and the rising costs of processing charges, a service fee program will be implemented for any student account payments made via credit card on or after April 3, 2017. This program was implemented in December 2016 by Texas Tech University, and is also being implemented by Texas Tech University Health Sciences Center at El Paso. The program will include the following:

- A 2% non-refundable fee (\$3 minimum) will be added to all credit card payments to help offset the processing fee incurred by TTUHSC from the credit card processor. For example, a \$1,000 payment by credit card to TTUHSC will result in a total charge to the credit card of \$1,020 with the additional \$20 going directly to the credit card processor. This will appear as two separate transactions on the credit card statement. TTUHSC does not receive any additional proceeds from the application of this fee.
- Credit card payments must be processed online through the eBill system. TTUHSC Student Business Services will no longer be able to accept credit card payments in-person or by phone.
- If you choose to pay by credit card, you will no longer have the ability to establish that payment information as a saved payment method.

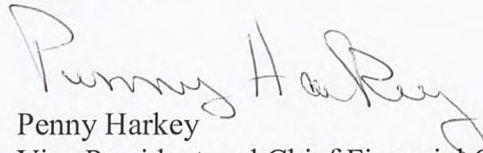
TTUHSC will continue to provide the following payment alternatives that will **not incur the service fee**:

- Debit Cards or eChecks – Payment processed directly from your bank account may be processed online through the MyTech portal for students at <http://webraider.ttuhscc.edu> by selecting the Make a Payment/View eBill option under the Student Business Services section.
- Paper Checks – Check payments may be mailed to Student Business Services, Texas Tech University Health Sciences Center, PO Box 5868, Lubbock, TX 79408.
- Checks, cash, money orders, cashier's checks, traveler's checks and business checks will continue to be accepted in person at Student Business Services located at 6630 South Loop 289 and Quaker Avenue, Suite H, Lubbock, TX 79414.

Credit cards may still be used on campus or via TTUHSC websites for non-student account purchases without incurring the service fee.

If you have questions about this charge or any of the payment options available, please visit the Student Business Services website at <http://www.fiscal.ttuhs.edu/busserv/bursar/> or contact them at [sbs@ttuhsc.edu](mailto:sbs@ttuhsc.edu).

Sincerely,

A handwritten signature in cursive script that reads "Penny Harkey". The signature is written in black ink and is positioned above the printed name.

Penny Harkey  
Vice President and Chief Financial Officer  
Texas Tech University Health Sciences Center