

Emporia State University

Banking Changes and New Credit Card Policy

“Deposit Directly Into the Bank of YOUR CHOICE”

Effective Spring 2010 Term

Emporia State University is now offering you the opportunity to deposit excess financial aid into YOUR bank account. You are no longer required to have a Lyon County State Bank account in order to receive a direct deposit. Checks are still an option to receive excess funds; however, as in prior semesters, checks will not be available until the first day of classes.

What will change?

Excess Financial Aid

- Excess financial aid can be directly deposited into the bank (or other financial institution) of your choice.
- ALL students requesting funds to be received by direct deposit will need to update their bank account information through Buzz In. Detailed instructions will be sent with the spring billing statements.
 - **By December 10, 2009**, procedures will be available for you to update your bank account information. Instructions will also be available at <http://www.emporia.edu/busaff>. **To guarantee a deposit into your bank account, you must complete the direct deposit information online.**
 - **By January 5, 2010**, the online information must be completed to guarantee direct deposit to your account.
 - This process must be completed even if the direct deposit method was used in a prior semester.
 - Direct deposit requires correct entry of the financial institution’s routing number and your account number.
 - A sample will be available to view by December 10, 2009 at www.emporia.edu/busaff.
 - Cashiering Services staff can assist in this process as well.
- If you do not complete this process online, a check will be issued.

Hornet Cards

- Effective January 1, 2010, Hornet Cards will no longer work in ATM machines as debit cards for bank accounts at Lyon County State Bank.
 - If you use your Hornet Card as a debit card with Lyon County State Bank, you will need to obtain a new debit card from the bank. If you do not currently use Lyon County State Bank, no action is necessary.
- If you have an existing Hornet Card, you do **NOT** need to immediately obtain a new one.
- Hornet Cards will continue to be the primary campus I.D. card for campus services (residence hall entrances, dining services, library, events ticketing, etc.).
 - Existing Hornet cards will continue to function for campus services.
 - New cards will be issued by the ESU I.D. Office to new students or as existing cards become nonfunctional (i.e. lost or fail to work in card readers).

(OVER)

“Credit Card Changes”

Effective December 2009

Efforts to limit the growing costs of electronic payment options to those using the services have resulted in the implementation of a new credit card policy for tuition, fees and housing payments.

What will change?

Credit Card Payment of Tuition, Fees and Housing

- Emporia State University has contracted with TouchNet, a third party vendor, to provide secure online payments and to process all online credit card payments.
- There will be a 2.75% convenience fee applied to your bill by TouchNet for the use of a credit card.
- You may avoid this charge by using cash, check or webcheck.
- **Visa branded credit cards will no longer be accepted for payments made for tuition, fees and housing.** MasterCard, Discover and American Express will be accepted.
- You may designate others (i.e. parents, spouse, grandparents) to view financial information and/or pay online.
- Credit card payments will no longer be accepted at Cashiering Services.
 - A computer will be available in Plumb Hall for those needing assistance with the online payment process.

“Other Information”

Effective January 2010

- ATM Services will continue to be available in the Memorial Union.
- The Information Booth in the Memorial Union will cash personal checks up to a maximum of \$100 for a nominal \$0.50 fee.
 - The Information Booth also cashes most payroll and financial aid checks above the \$100 maximum.
- Cashiering Services in Plumb Hall will cash personal checks up to a maximum of \$25 for a nominal \$0.25 fee.
- The I.D. Office will continue to accept check payment and post declining balance totals to Hornet Cards. This is a convenient method for students to transfer cash for use in any Memorial Union Food Service.

If you have any questions please call Cashiering Services at 620-341-5135.