



MEMO

RE: Transaction Fees
Date: 7/17/2024

Effective July 26, 2024, online payments made through Infinite Campus will incur a transaction fee as indicated in the chart below. This fee is a pass-through expense from our online payment processing system.

Transaction fees apply to:

- Any funds uploaded through the Parent Portal (ie. prepaid school meals).
- Payments made using new card-swipe machines in school cafeterias by students and staff.

How to Avoid Transaction Fees

- Any online payments made through July 25 will avoid this fee.
- You also have the option to submit funds (check or cash) in a labeled envelope at your student's school. Schools will accept funds submitted in an envelope that must include the student's name, grade level, homeroom teacher, activity (i.e. meals) and the total amount of money enclosed. Staff will not accept funds without an envelope.

Payment Method	Processing Fee
Debit Card	4% per transaction
Credit Card	4% per transaction
eCheck	\$0.45 per transaction

NOTE:

For your convenience, card-swipe machines will be available during Open House.