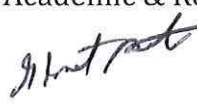


MEMORANDUM

TO: All Students
COPY: Jay A. Perman, President; Bruce Jarrell, Chief Academic & Research Officer;
Roger Ward, Chief Accountability Officer
FROM: G. Scott Bitner, Acting Chief Financial Officer 
DATE: May 25, 2016
RE: Convenience fee for tuition and fees payments via credit card

Credit card fees are a significant and escalating expense for UMB. Similar to other universities nationwide and our sister University System of Maryland institutions, UMB has decided to pass on the cost of the credit cards to those students and parents who choose to use a credit card for tuition and fee payments. Beginning with the tuition bills for the Fall 2016 term, a non-refundable 2% convenience fee will be charged for all payments made via credit card. In addition, all payments via credit card must be made on-line via SURFS. We will no longer accept credit card payment for tuition and fees at the cashier's window or by telephone.

Service fees will not be charged when making a bill payment on-line if it is a direct charge to the payer's checking account.