

***Collin County Community College District Board of Trustees***

2017-2-2-8

February 28, 2017

Resource: Ken Lynn

Acting Vice President of Administrative Services/CFO

**TITLE:** Approval of an Incidental Fee in the Amount of \$25 for Credit Card Chargebacks Effective with the Fall 2017 Semester

**DISCUSSION:** A credit card chargeback occurs when a cardholder disputes a transaction charged to their account. The chargeback is the reversal of a prior sales transaction. Disputes of amounts on an authorized credit card charge for tuition and fees result in a total reversal of the charge. In order to dispute the chargeback the College is required to provide appropriate documentation such as the credit card slip with signature, invoice, or proof of delivery within an allotted timeframe. A credit card chargeback fee will cover the administrative costs of collecting the valid tuition and fees. The proposed fee of \$25 is the same amount the District currently charges for returned checks.

**DISTRICT PRESIDENT'S RECOMMENDATION:** The District President recommends the Board of Trustees of Collin County Community College District approve an Incidental Fee in the Amount of \$25 for Credit Card Chargebacks Effective With the Fall 2017 Semester

**SUGGESTED MOTION:** "Mr. Chairman, I make a motion that the Board of Trustees of Collin County Community College District approve an Incidental Fee in the Amount of \$25 for Credit Card Chargebacks Effective With the Fall 2017 Semester."