



## Authorization Form to Accept Credit Card Transactions

I hereby authorize Campus Partners to accept credit card transactions from our student loan borrowers as a third party processor. Without this signed authorization form, I understand that Campus Partners will not allow our student loan borrowers to make payments by credit cards through mycampusloan.com or by telephone, and institution staff will not be able to make payments by credit cards through our online systems. By agreeing to allow Campus Partners to accept credit card transactions, I understand that a convenience fee assessed by the credit card provider will be added to our institution's monthly invoice.

I understand the convenience fee will equal approximately 3.00 % of the borrower's payment amount. I also understand that borrowers from my school will be able to pay their bill using MasterCard, Visa, and Discover with this option. (The convenience fee may vary as it is based on the credit card provider's fee structure.)

\_\_\_\_\_ Please include the following special message on borrower billing statements (This message will be added to borrower billing statements for the next 90 days):

“Would you like to make a credit card payment? Now you can use Discover, MasterCard, or Visa to make a payment. Just log on to [www.mycampusloan.com](http://www.mycampusloan.com) and select the Pay My Loan option. If you do not have a user ID, select the First Time User link, or call 1-800-334-8609 to pay by phone.”

\_\_\_\_\_ Do not include special message on my borrower's billing statements

Institution Name: \_\_\_\_\_

System Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Return to: Campus Partners, Attn: Debra Pitts, P.O. Box 3176, Winston-Salem, NC 27102  
Fax: (336) 607-2025**