

Tab 1



Payment Policy

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I. SCOPE OF POLICY

This policy applies to all Augsburg University ("Augsburg" or "the University") students.

II. POLICY

Students at Augsburg University must pay "Term Fees" upon registration for each academic term. "Term Fees" include tuition, room and board charges, and other fees and charges owed for each term. You, the student, by enrolling at Augsburg, are agreeing to the terms and conditions in this disclosure. You are responsible for paying for all these charges. Payment can come from financial aid or a third party, such as a parent or an employer, who has agreed to pay these charges on your behalf, but if a third party fails to pay any amount, it is ultimately the student's responsibility to pay.

"Term Fees" are subject to refund only to the extent allowed under the Augsburg University Tuition Refund Policy. See the Student Account Financial Disclosure for detailed information.

Augsburg accepts the following forms of payment:

1. Cash

Students and guest payers may make cash payments in-person at the Enrollment Center. Cash should never be mailed. Students will receive a receipt of their cash payment. When making a cash

payment in-person, please bring exact change to ensure that your payment is received quickly and accurately.

2. Check

A \$30 NSF Fee will be added for any electronic check payment returned by the bank for Non-Sufficient Funds or an incorrect/invalid account number; Augsburg may also remove a student's registration for an upcoming term if a payment is returned. A receipt will automatically be sent electronically for any online payments. Students who pay in-person or through mail may request a receipt of the check payment.

3. Credit Card/Debit Card

Students and guest payers may make student account payments online with a Visa, MasterCard, Discover, or American Express credit or debit card. Credit or debit card payments cannot be made in-person, over the phone, or through the mail. Credit cards will only be accepted online via Transact, a vendor contracted by Augsburg.

Because Transact charges Augsburg for their services, a credit card service fee of \$3.00 or 2.95 percent (whichever is greater) will be associated with any domestic credit card payment, greater than \$20, made to the University. International credit cards will be charged a service fee of \$3.00 or 4.25 percent (whichever is greater) for any international credit card payment greater than \$20. Augsburg does not receive any part of the service fee and does not profit from it. The service fee is non-refundable. Any service fee disputes must be taken directly to your credit card company.

Credit card payments are instantly approved and an online receipt will be issued to you. If a credit card number or other personal information is entered that is inconsistent with your credit card account, the payment will be rejected immediately.

Please note that credit card check accounts or investment account checks, commonly called credit card convenience checks or advance checks, cannot be used for electronic payment.

III. REVISION HISTORY

This policy was revised on June 4, 2026.

IV. REVIEW PROCESS

This policy is reviewed annually by Student Financial Services.