

The University of Prince Edward Island has partnered with PayPath (Global Payments) to provide students with an online credit card fee payment option.

The online fee payment service is available by logging into your Student Finance page on myUPEI. This service includes a non-refundable convenience fee of 2.5% with a \$3.00 minimum transaction fee that is collected directly by PayPath.

Frequently Asked Questions about Credit Cards

How do I make a credit card payment?

Credit card payments can be made online through the myUPEI student portal, by navigating to the Student Finance page and selecting the “Make A Payment” button.

Which credit cards are accepted as payment options?

As of August 4, 2020, MasterCard and VISA will be accepted for student tuition.

What is the convenience fee?

The credit card convenience fee is the cost of making a credit card payment. It is charged by the service provider PayPath, at a rate of 2.5% of the total payment made with a minimum \$3.00 transaction fee. This fee is not paid to the University of Prince Edward Island. The convenience fee will be displayed as a separate charge on the online credit card payment receipt.

Will I get a receipt showing proof of payment?

Yes, the online credit card payment portal allows you to enter an email address where a receipt will be sent. Students can also print a receipt from their MyUPEI Student Finance portal.

Is the convenience fee refundable?

No, the fee is not refundable. It is a charge by PayPath to allow for the payment by credit card.

Can I still pay my account in person using a credit card if I pay the convenience fee?

No, a convenience fee cannot be charged on an in-person transaction. In order to use a credit card to pay tuition on a student account, the transaction must be completed online through the myUPEI student portal.

When is the convenience fee not charged?

UPEI will continue to accept credit cards without charging a convenience fee for other payments such as application fees, residence deposits, tuition deposits and Continuing Education/Professional Development courses fees.