

## Process when taking credit/debit card payments by phone

Date of Call:	Time of Call:
Is examinee a dual-enrolled student – 8 <sup>th</sup> grade to Junior? <del>If so then reduced fee</del> list grade	If dual-enrolled CBC student –where will they test? Name of HS -
Name of Examinee	
CBC ID of Examinee	
Credit or Debit Card (Circle one)	
If Credit – let person know that there will be a 2% convenience fee charged to card	
Type of card – Visa/ Mastercard / American Express/ Discover (Circle one)	
Card Number – ask the individual to read the card number slowly and pause after each 4 digits so that you can write the number correctly	
Ask for the security code – which is on the back of the card – 3 digits	
Expiration date – need month and year	
Name of individual paying and relation to examinee	
Mailing address of card user – street, city, state, zip	
Phone number of card user	
E-mail address of card user – to e-mail copy of receipt and instructions	

Give the individual the Receipt number from your hard-copy receipt book before they hang up and let them know that you will e-mail the receipt along with instructions for filling out TSI contract / etc....after you've processed the transaction. **Or you can give them the following website – which has all of the information - <http://www.coastalbend.edu/tsiappt/> and then remember to give them the receipt # too.**

~~E-mail - Template for high school dual enrolled examinee testing at high school:-----~~

11/3/15  
2:25 p.m.

Mrs. Doe,

**No longer relative - all examinees pay the same price - as of 2017.**

~~Attached is a copy of the TSI Exam receipt for your daughter – Casey Doe – \$15.00 – dual enrolled student reduced fee + 2% credit card convenience fee – 30 – \$15.30~~

~~please have your daughter fill out and submit the TSI Offsite Contract – <http://www.coastalbend.edu/tsiassessmentcontract-offsite/>~~

When she fills in the information for the Receipt # - she can enter Beeville – 4552 as the receipt #

To practice for the TSI – please have her review: [www.coastalbend.edu/tsiresource/](http://www.coastalbend.edu/tsiresource/)

Sincerely,

E-mail - Template for student testing at CBC – Beeville

11/3/15  
2:25 p.m.

Mrs. Doe,

Attached is a copy of the TSI Exam receipt for your daughter – Casey Doe - \$30.00 + 2% credit card convenience fee - .60 = \$30.60

Please have your daughter fill out and submit the Beeville TSI Contract – <http://www.coastalbend.edu/tsicontract/> **or direct them to [www.coastalbend.edu/tsiappt/](http://www.coastalbend.edu/tsiappt/) so that they can fill out and submit the contract + go to Time Tap and make their appointment.**

When she fills in the information for the Receipt # - she can enter Beeville – 4552 as the receipt #

To practice for the TSI – please have her review: [www.coastalbend.edu/tsiresource/](http://www.coastalbend.edu/tsiresource/)

Sincerely,