

## Administrative Procedures

<b>AP-435</b>  <b>RYCOR ONLINE PAYMENT</b>	<b>Date of implementation:</b> November 28, 2022 <b>Date of review:</b> October 23, 2024
	<b>Related Administrative Procedures:</b> <a href="#">AP-417 Student Fees</a>

**Purpose:** The Board has chosen Rycor School Fee Management to provide secure, online payment ability to the Division. The Rycor secure portal serves as an online store allowing parents to purchase items like yearbooks, school clothing or graduation tickets. Parents can pay online through the secure portal using their payment card (e.g., Visa, Mastercard) while still supporting parents paying with cash or cheque in person.

Rycor integrates with PowerSchool Atrieve to provide data imports for recording within a school's budget reducing the need for manually completing additional forms.

### Definitions:

PCI Certification - The Payment Card Industry Data Security Standard (PCI DSS) is an information security standard for organizations that handle branded credit cards from major card schema.

Moneris – is a Canadian company that specializes in payment processing.

### Procedure:

#### 1) Privacy

- a) An external certified PCI assessor conducts monthly audits of Rycor to provide PCI certification.
- b) The application and data reside in a data centre located in Vancouver, British Columbia. The data centre is certified with industry standard certifications (SSAE 16 Type II and CSAE 3416).
- c) The Division automatically sends data to Rycor that includes student learning ID, pupil ID, full name, grade, mailing address, home phone number, enrolment status, home room identifier and email address for student contacts one and two from MySchoolSask.
- d) The Division does not store nor have access to payment card information of parents. Moneris processes the transactions between the payer and payee.
- e) School users will review emails in Rycor and MySchoolSask to verify the appropriate contacts are being used to prevent sharing financial information.

## 2) Fee Recovery

- a) Fees collected through Rycor incur charges from the credit card company (e.g., Visa, Mastercard), bank (e.g., RBC, Scotiabank, credit union) and the payment processor (Moneris).
- b) The Division charges a convenience fee of 2.5% on all transactions as a cost recovery for processing charges.
- c) The convenience fee charged is based on the average cost of all transactions as different credit cards/banks charge varying fees. The fee will be reviewed as needed.

### *Resources:*

[Rycor Fee Management User Manual](#)

[Rycor Parent Portal](#)