



CREDIT CARD PROCESSING POLICY

SECTION 1. BEN FRANKLIN ACADEMY

MISSION

The mission of Ben Franklin Academy is to develop young adults with character like America's founding Renaissance man, Benjamin Franklin: well-read, scientifically curious, and civically engaged.

VISION

Our students will excel academically through a challenging, sequenced curriculum that emphasizes math, science, and literacy. We will be a data driven institution, focusing on individual students. Our students, teachers, parents, staff, and leaders will be held accountable for the success of our school. Finally, we recognize that an education is incomplete without fostering the arts, sports, nature, and character.

PURPOSE

This policy adopts a credit card payment process to reduce the amount of internal cash and check handling, thereby allowing for tighter internal controls.

SECTION 2. CREDIT CARD PROCESSING

The preferred method of payment for all Ben Franklin Academy (BFA) fees and/or tuition is via the online payment processor, RevTrak, through BFA's Web Store Dashboard. The introduction of the online payment portal has significantly reduced the amount of internal cash and check handling, allowing for tighter internal controls. BFA will continue to make online payments readily available and accessible to its parent community.

BFA is committed to the secure operation of credit card processing. Its systems are regularly tested to ensure that they meet all applicable Payment Card Industry standards and best practices. BFA requires that all "personnel" with access to BFA's Web Store Dashboard portal adhere to the following guidelines. Personnel refers to any full-time employee, part-time employee, temporary employee, contractor or consultant representing BFA.

- Do not allow PANs (Primary Account Number – the 16-digit number printed on the front of a credit/debit card) to be distributed via unencrypted messaging technologies (e.g., e-mail, Instant Messenger, etc.)
- Anti-Virus software must be installed, enabled and maintained on any system where BFA's Web Store Dashboard is accessed.

BEN FRANKLIN ACADEMY

- The Anti-Virus Software will be set to automatically update/scan and log at least one full year of data.
- All systems used to access BFA's Web Store Dashboard will be regularly patched to protect them from known vulnerabilities.
- Critical security patches will be installed within 30 days of their release.
- Payment card information obtained during phone orders should be entered directly into BFA's Web Store Dashboard and not written on paper.
- All cardholder hardcopy materials will be destroyed once no longer needed by cross-cut shredding. Any materials that are not immediately destroyed will be secured in a locked receptacle.

POLICY HISTORY:

Original: approved by the Board 8/13/2013

Reviewed by the Board 9/9/2014; 8/11/2015; 8/9/2016