

WEBSTORE AND ONLINE PAYMENTS OVERVIEW

Georgetown ISD now provides an easy and convenient way to pay school fees. Purchasers may pay with VISA, Discover or MasterCard credit or debit cards for items found on the [Georgetown ISD Web Store](#). The District has contracted with RevTrak for the secure processing of credit/debit card payments. RevTrak is a national credit card payment processor that is PCI (Payment Card Industry) certified.

Things to consider adding from your campus/department are:

- PE Uniforms
- Spirit Wear
- Fine Arts Fees
- Field Day Shirts
- Planners

Information on adding products/services to the GISD Web Store, may be obtained at Business Services (512) 943-5000, Ext 6086 or email business@georgetownisd.org.

10.01 Security

Georgetown ISD puts concerted effort to secure personal and financial information of individuals using our web store. GISD users of the RevTrak system are instructed to adhere to the following conditions as set forth in the GISD agreement with RevTrak:

- a. Do not allow credit account numbers to be distributed via unencrypted messaging technologies, such as email, instant messaging, etc.
- b. All cardholder data that may be used in phone orders should be entered directly into our system. Should hard copy data be received, it should be destroyed immediately after received in a manner that reconstruction is not practically possible (shredding, incinerated, pulped, etc.). Any materials that are not immediately destroyed must be secured.

Additionally, to provide the safest environment for the protection of private information, the anti-virus protection used by Georgetown ISD is updated automatically. All installed operating systems are updated in a timely manner to protect the system from known vulnerabilities.

10.02 Refund Guidelines

Each department accepting online payments provides basic guidelines for refunds. Refunds for online or card swipe purchases will be credited to the card used at purchase. Refunds may take up to 30 days to appear on the credit card statement.

ASAP Department:

Refunds of tuition will occur only when requested and approved. The request must occur within the first 5 business days of the month.

For additional information regarding ASAP Department refunds, please contact that office (512) 943-5000, Ext. 6925.

Athletics Department:

Refunds for athletic camp fees are available at 100% if registration to the camp is cancelled prior to the first day of the camp. For circumstances requiring a student to cancel after the first day, refunded amounts, if any, are at the discretion of the camp's coach or the Athletics Director. (All requested refunds must be made prior to the end of the camp.)

For return/exchange of purchases, please contact the appropriate coach.

For additional information regarding Athletics Department refunds, please contact that office (512) 943-5106.

Fine Arts Department:

For return/exchange of products or fees, please contact the appropriate program director.

For additional information regarding the Fine Arts Department refunds, please contact Director of Fine Arts (512) 943-5110.

For all other return/exchange questions, please call 512-943-5000, Ext. 6086.