

# **ITLS Alberta No Longer Processing Payments Internally**

**Effective: immediately**

**In order to meet PCI compliance regulations, NAIT and ITLS Alberta will no longer be able to take credit card payments over the phone.**

**All payments will be accepted by NAIT's Accounts Receivable Department moving forward.**

**The process for billing will be as follows:**

- Delivering institution submits post-course paperwork (roster, grade sheets, etc.)**
- ITLS Alberta invoices the delivering institution via email or post mail**
- Delivering institution communicates with NAIT's Accounts Receivable Department directly to remit payment**

**Cheques will still be accepted via post mail for payment.**

