Western’s Cashier Office accepts VISA and MasterCard as forms of payment for one-time activities.

Departments/units that do not have access to a credit card processing system should start by filling out the Cashier Notification of On-line Credit Card Payment form and sending it to cashier@uwo.ca. To ensure payments are identifiable and credited to the proper account, the description of the activity must be the same as the one that is provided to the customer. The description can be up to 30 characters.

The department/unit should then direct their customers to use the Cashier On-line Credit Card Payment form and provide the matching description of the activity and the total amount of the purchase.

The Cashier On-line Credit Card Payment form is a secure on-line credit card processing facility that is in compliance with Western’s Bank Card Policy, MAPP 1.29.

To determine if HST is applicable, please visit the ‘When Selling to External Parties’ section on the Harmonized Sales Tax page.

To access the Cashier Notification of On-line Credit Card Payment form and the Cashier On-line Credit Card Payment form, please visit the Central Cashier page or the Treasury & Investments > Cashier section on the Financial Services Forms page.

All credit card transactions are processed in Canadian Currency.

Contact Information

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