

Automatic Credit Card Payment Authorization

If you would like to have your monthly rent charged to a credit card each month, please fill out the information below and return it to our office. Your credit card will be charged within 5 days of the payment due date each month.

Student Name _____ University ID#: U- _____

Visa

MasterCard

Discover

Account Number _____ Expiration Date _____

Name of Cardholder _____

Billing Address of Cardholder (please include zip code) _____

Phone Number of Cardholder _____

Signature of Cardholder _____

Please read the following rules and regulations regarding this automatic service:

1. Housing & Residential Education will charge the installment amount due each month for housing rent to the credit card listed above. The charge will be made within 5 days of payment due date. If a payment due date occurs on a weekend, the payment will be deducted on the next available workday.
2. If for some reason the charge on the card is declined, we will notify you by mail and stop processing the automatic charge on a monthly basis. If you wish to pay by credit card after this time, you will need to send in the payment coupon each month with your credit card information.
3. If you move to a more expensive room during the course of the year, the charge will be adjusted to cover the pro-rated expense of your room.
4. After the first week of classes, financial aid will begin posting to student's accounts. Financial Aid will always pay tuition first and then will pay towards housing charges that are on the student account. Please note we will continue to deduct the monthly installment payment regardless of whether financial aid has paid some of the housing charges until the semester payment is completely paid.
5. A receipt will be mailed upon request. You may also look at your Oasis account to see if a payment has been made from your credit card.
6. No payments for other charges (i.e. cancellation fees, damage fees, lost key charges, etc.) will be charged to this credit card without written authorization from the cardholder.
7. If at any time you wish to stop having your payment automatically deducted from your credit card please contact our office in writing at the following address:

Housing and Residential Education
4202 E. Fowler Ave., RAR229
Tampa, FL 33620
813-974-5152(fax)

For Assignment Office Use:

Fall Charges	Amount	Detail Code	Spring Charges	Amount	Detail Code
August 1	_____	_____	December 1	_____	_____
September 1	_____	_____	January 1	_____	_____
October 1	_____	_____	February 1	_____	_____
November 1	_____	_____	March 1	_____	_____
Credit Card Denied Date _____			April 1	_____	_____ (Magnolia and Greek only)