



UNIVERSITY

940 Second Street  
Portsmouth, OH 45662-4344

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### Paying Fees by Credit Cards

#### Instructions for charging fees with credit cards:

- Fill out charge form on the right: Print your credit card number in the appropriate box. Complete the information requested in the other boxes and sign your name. It is important to remember that the credit limit of your credit card cannot be exceeded when used in the payment of fees. Use of credit cards will be accepted only in an amount less than or equal to the fee assessment. All credit cards have "maximum credit limits" assigned to every cardholder. If you have a credit card with a "credit limit" of \$500.00 and you already owe your credit institution \$200.00 on this card, you cannot charge tuition of \$400.00. The University's procedure for students who charge tuition in excess of their credit card limit, is the same as that for invalid or returned checks.
- If you do not know your "credit limit," it is stated on your credit card statement or can be obtained by calling the credit institution which issued your credit card.
- If you do not have sufficient credit available to charge your total fees, you may either:
  - Charge merely a portion of them.
  - Apply in advance to your credit institution for increase of credit.

### Charge Your Shawnee State University Fees

Use either your American Express, Discover, MasterCard, or Visa number.

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Credit card account number

Security Code

Amount to be paid

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Card expiration date



Circle correct credit card

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Print your name as it appears on your card

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Cardholder's mailing address: Street

City

State

Zip

*I hereby agree to pay the sum set forth above to the credit institution which issued my card in accordance with the terms of the credit card for the purchase of goods and services. I also understand that if a refund is due, it will be issued in the form of a check payable directly to the student.*

\_\_\_\_\_  
Signature of cardholder

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Student's ID number