



Authorization of Credit Card Payment Form

Fax to: 626-656-2105

Instruction for using UWest Registration Payment Processing by Fax/Email:

1. We accept VISA and Master Card only. We DO NOT accept American Express and Discover.
2. The maximum amount UWest permits per transaction is US\$2,000, plus a US\$5 Convenience Fee (if amount under \$500) or 3% Convenience Fee (if amount over \$500) per transaction.
3. Complete all information below.
4. Additional charges may be due if the fax is not returned to the Bursar's Office by the payment due date or if the University can not process the payment as a result of a problem with the credit card or other errors or omissions.
5. Payment cannot be processed on weekends and holidays.
6. Student can confirm payment, view and print the receipt online using UWest Student Portal and click on My Finance link.

Please Print Clearly

Student Name: _____

Student ID #: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Check One: VISA Master Card

Credit Card #: _____ - _____ - _____ - _____

Expiration Date (MM/YY): _____ / _____ Card Verification #: _____
(3 Digit # on the back of the card)

Tuition & Fees: US\$ _____ (maximum amount \$2,000 per transaction)

Convenience Fee: US\$ _____ (\$5 if amount under \$500; 3% if amount over \$500)

Total Amount: US\$ _____

Card Holder's Name: _____
(as it appears on the credit card)

Driver License#: _____ State of Issue: _____ Exp. Date: _____

Authorized Cardholder's Signature: _____ Date: _____

Your signature authorizes University of the West to process a credit card transaction for the payment.