

NICHOLLS STATE UNIVERISTY
Housing and Residence Life
Credit Card Payment Form

Credit Card Payments:

In order for your credit card payment to be processed, *this form must be completed in its entirety*. If any information is not provided or is incorrect, your payment will not be processed.

If mailing this form, it must be *accompanied by a copy of the driver's license* for the individual card holder. Your payment will not be processed without it. If mailing, please ensure a signed copy of the housing and meal plan contract is enclosed as well. The address to submit payments is:

Housing and Residence Life
PO Box 2061
Thibodaux, LA 70310

Please indicate below what payment this form is being submitted for:

- Payment of the housing deposit Payment of special housing fees
 Payment of damages assessed to your account
 Payment of other housing or meal plan charges indicated below: _____
-
-

Student's Name Printed

Student ID Number

Mastercard

Discover

Visa

Credit Card Number

3 or 4 digit security code

Expiration Date (MO/YR)

Charge Amount (Payment Amount)

Printed Cardholder's Name

Cardholder Street Address

Cardholder Phone Number

Cardholder City, State, ZIP

I authorize Nicholls State University to charge my credit card to pay tuition and fees indicated in the amount shown above

Cardholder Signature

Date

Credit Card Payment Policies for Housing and Residence Life Staff

1. Original copies of this form should be submitted to the Controller's Office. Copies should be maintained in the individual's folder. The credit card number shall be blacked out on the copy.
2. When daily deposits are completed, separate deposits shall be done for credit card payments and checks.
3. Copies of driver's license shall be attached to all forms mailed in and placed in the student's file. This copy does not need to go to the Controller's Office.