

# Application for Credit

A Department of the Division of Continuing Education

INSTRUCTIONS: Complete and review sections 1–3. Please e-mail [ispo@byu.edu](mailto:ispo@byu.edu) or call (866) 741-9144 for questions about this form.

## 1 Customer Information

|                      |                      |                             |
|----------------------|----------------------|-----------------------------|
| Organization Name:   | School ACT Code      | Organization Tax ID Number: |
| <input type="text"/> | <input type="text"/> | <input type="text"/>        |

Organization Type:

☐ Public School ☐ Public Charter ☐ Private/Charter School ☐ Military ☐ Governmental Unit ☐ Corporation ☐ Other

### Billing Address:

|                      |                      |                      |                      |
|----------------------|----------------------|----------------------|----------------------|
| Address:             | City:                | State:               | Zip Code:            |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

### Shipping Address for Materials:

|                      |                      |                      |                      |
|----------------------|----------------------|----------------------|----------------------|
| Address:             | City:                | State:               | Zip Code:            |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

### Contact Information:

|                           |                      |                      |                      |
|---------------------------|----------------------|----------------------|----------------------|
| Accounting Contact Name:  | Phone:               | Extension:           | E-mail:              |
| <input type="text"/>      | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Educational Contact Name: | Phone:               | Extension:           | E-mail:              |
| <input type="text"/>      | <input type="text"/> | <input type="text"/> | <input type="text"/> |

## 2 Account Setup Options

Please specify the types of charges that will be allowed on this account.

☐ University Course Registration ☐ High School Course Registration ☐ Course Extension Fees ☐ Resubmission Fees for Assignments & Exams

You can contact the BYU Bookstore to apply for an account for purchase course-related materials. Please contact them at 1-888-454-6884 to get your account set up. **Note: Payments for course-related materials should be sent separately to the following address: BYU Bookstore, IS Department, Provo, UT 84602**

*Handling of Withdrawals and Other Credits on Your Account:*

BYU Independent Study invoices once a month. Any request for withdrawal from a course or other credit will appear in a subsequent statement. If at any time, the organizations account results in a credit balance, a check may be issued for the credit balance. All associated fees will be withheld at the time the check is processed.

## 3 Authorization of Application and Credit Review

By typing my name in the box below, I am certifying that the information provided is true and accurate to the best of my knowledge. I am also certifying that I am an authorized agent allowed to execute this application with BYU Independent Study and that my organization accepts the terms as stated in this application. Additionally, I am authorizing BYU Independent Study to perform a credit review of my organization. Policies and procedures related to the use of purchase orders and the extension of credit can be found at <http://ispo.byu.edu>. All policies and procedures stated there are hereby incorporated by reference. Payment terms are net 30.

|                      |                      |
|----------------------|----------------------|
| Authorized Signer:   | Today's Date:        |
| <input type="text"/> | <input type="text"/> |
| Title:               |                      |
| <input type="text"/> |                      |

Upon completing this form, please submit by pressing the Submit by E-mail button. If you prefer to print out and fax the completed form, our fax number is (801) 812-8208. Once received, your application will be reviewed for credit approval. If approved, a BYU customer number will be issued to your organization. This number should be present on all future communications.

Application Notes:

BYU Office Use Only:

BYU Customer Number:

Credit Approval Signature:  Acct Setup Signature:

Date Approved:  Date Completed: