

Organization Information Update

A Department of the Division of Continuing Education

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

1 Updated Customer Information

Organization Name:	BYU Customer Number (Required)
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Organization Type:

Public School Private/Charter School Military Governmental Unit Corporation Other

Billing Address:

Address:	City:	State:	Zip Code:
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Shipping Address for Materials:

Address:	City:	State:	Zip Code:
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Contact Information:

Accounting Contact Name:	Phone:	Extension:	E-mail:
Educational Contact Name:	Phone:	Extension:	E-mail:

2 Account Setup Options

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

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

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 on a subsequent statement. If at any time, the organization account results in a credit balance for an extended period of time, a check may be issued for the credit balance. All associated fees will be withheld at the time the check is processed.

3 Authorization to Update Customer Information

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 also certify that I am an authorized agent allowed to execute this customer update form with BYU Independent Study and that I accept the terms as stated herein. BYU Independent Study can not update your customer information without a signature from an authorized agent of your 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. By signing this form, I also agree to the terms and conditions found at ce.byu.edu/financial/termsAndConditions.php

Authorized Signer:	Today's Date:
Title:	

Upon completion of this form, please submit by pressing the Submit by E-mail button. If you prefer to print the form, you can scan it and email it to ispo@byu.edu or fax it to (801) 812-8208. Once received, your information will be updated in our systems.

Update Information Notes:

BYU Office Use Only:

Account Update Signature: _____

Date Completed: _____