

# Collegiate Village Inn

## AUTOMATIC ROOM & BOARD DEDUCTION

Automatic Room & Board Deductions will begin in the month you specify and will be made on the 1st of each month. You will receive a receipt at the address provided on your housing application for each payment. If any scheduled deduction is declined, you authorize the late fee of \$20.00 on the 3<sup>rd</sup> of the month and an additional \$5.00 per day that the charge cannot be processed to be deducted from the card provided. It is the responsibility of the cardholder to provide an updated expiration date if the card you are using will expire during the period of the automatic deductions. Late Fees will not be waived for expired cards.

Name of Resident: \_\_\_\_\_

Begin Deductions on contract start date? YES NO (circle one)

If no, month you would like the deductions to begin: \_\_\_\_\_

Amount of Room & Board to be deducted monthly: \$ \_\_\_\_\_

### CREDIT CARD INFORMATION

Credit Card:  Visa  Master Card  Discover

Name of Cardholder: \_\_\_\_\_

Billing Street Address: \_\_\_\_\_

Card #: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ 3 digit security code (located on the back of the card): \_\_\_\_\_

\_\_\_\_\_  
(Signature of Cardholder) Today's Date: \_\_\_\_\_

Your signature authorizes monthly deductions in the amount above to be made from the card provided. You certify that you are the cardholder and agree to the terms of the automatic deduction.

**Please return to the business office at CVI, 11850 University Blvd., Orlando, FL 32817 or FAX to 407-380-8701. If at any time you would like to stop your monthly deductions, please submit a written request. Call 407-781-3402 with any questions about Automatic Room & Board Deduction.**