

SOUTHSIDE VIRGINIA COMMUNITY COLLEGE  
OFF- CAMPUS REGISTRATION FEE PAYMENT

EXHIBIT #31

SEMESTER: \_\_\_\_\_

DATE: \_\_\_\_\_

PAGE: \_\_\_\_\_ OF \_\_\_\_\_

LOCATION: \_\_\_\_\_

	SOCIAL SECURITY NUMBER	FIRST NAME	LAST NAME	MI	AMOUNT PAID CASH, CHECK, MC/VISA	AMT. CHARGED MUST HAVE LETTER OF AUTHORIZATION	CERTIFYING PAYMENT AMOUNT STUDENT SIGNATURE
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
<b>TOTALS</b>							<b>CASHIER CERTIFICATION</b>

NOTES TO AGENT: CANNOT include book cost in the check covering tuition and fees. (Write separate check)  
 Make checks for tuition and fees payable to SVCC (EXACT AMOUNTS ONLY)  
 Only need student's MasterCard/Visa number and expiration date to use their card.  
 (Write this information on the student's registration form)  
**Charges:** Can only charge tuition if the student present you with written authorization on Company letterhead giving SVCC permission to bill for this student's tuition cost. Forward these letters with registration forms.

<b>Date:</b>
From:
Cash:
Credit:
Checks
TOTAL:
Cashier's Signature

Agent's Signature: \_\_\_\_\_ Date \_\_\_\_\_  
 Amount Collected: \_\_\_\_\_

