

Business Office, Slagle Hall 207
 414 East Clark Street
 Vermillion, SD 57069
 Telephone 605-677-5613
 Fax 605-677-5055

ELECTRONIC BILLING EXEMPTION APPEAL FORM

DIRECTIONS

Electronic billing is mandatory for all U students. To be considered for an exemption you must complete all sections of this form. This request is subject to administrative review and may be denied or approved. If approved, you will receive paper billing statements until you notify the Business Office in writing.

In section B, briefly describe your reason for submitting this request to be exempt from electronic billing. If your circumstances are similar to the following examples, you may be eligible for an exemption:

- **Disability** (the student who is responsible for the billing)
- **Lack of Internet access** (exclusive to registration in distance learning courses or correspondence courses not offered online.)

*Sign and submit the completed form by mail, fax or in person at the USD Business Office.

Section A. Student Information		
Name (last, first, middle initial)	Student ID Number	Phone Number
Current Address (street address, city, state, Zip code)	University Email address @usd.edu	
Section B. Reason for exemption		
Please state your reason for requesting an electronic billing exemption.		
Section C. Certification		
You must sign this form certifying that the information you provided is true.		
Signature		
I attest that the information given above is true and accurate and understand that false information is punishable under federal law.		

for office use only

action taken <input type="checkbox"/> Approved <input type="checkbox"/> Denied	date reviewed	comments
Staff signature		