



BILLING AND VACATION ADDRESS FORM

Oregon
University
System

PRINT YOUR NAME: _____ PROGRAM: _____

1. BILLING ADDRESS:

It is VITAL that we have your correct billing address. Please indicate below the name and address of the person who will be taking care of your bills *while you are abroad*, for instance, a parent, spouse, or family friend. (Do NOT list yourself at your current address.) *Statements of account will be sent to this billing address, so please be sure to inform us if it changes.* Leave this same address with your Registrar's Office and Financial Aid Office.

NOTE FOR OSU STUDENTS ONLY: *You may skip this section and move to sections 2 and 3. No bills will be sent to your street address. Instead, you will receive billing statements on-line, via your ONID e-mail account.*

BILLS FOR THE PROGRAM SHOULD BE SENT TO THE FOLLOWING PERSON:

| | |
|-------------------------------------|----------------------------|
| NAME _____ | PHONE: _____ |
| ADDRESS _____ | E-MAIL: _____ |
| <i>Street</i> | Relationship to you: _____ |
| _____ | |
| <i>City</i> <i>State</i> <i>Zip</i> | |

2. FERPA protects the rights of students by guaranteeing their access to their educational records while prohibiting unauthorized access by others. It is very important that you designate someone to have access to your educational records while you are gone.

I authorize the OUS International Programs Office to release information concerning my account (billing, payments, financial aid distributions) by phone or mail to the following people:

Name(s) of Designee(s): _____ Address: _____ Phone: _____

Your Signature: _____ Date: _____

If you complete this form on-line, please be sure to sign this form by hand after you print it out.

3. CONTACT ADDRESS DURING SUMMER, WINTER, OR SPRING BREAKS (mandatory):

It is very important that we have your correct address(es) during the summer, winter, or spring breaks. We must often contact you during these times with important information: e.g., we may have to mail you your Passport and Visa, send you arrival instructions, etc. Do not forget to indicate below the specific dates you will be at this address. Please note: Passports and Visas cannot be sent to a P.O. Box address.

NAME _____ PHONE: _____

ADDRESS _____ E-MAIL: _____

Street

City *State* *Zip*

DATES I WILL BE AT THE ABOVE ADDRESS: Winter Break Spring Break Summer Break

SPECIFIC DATES: From _____ To _____

If you will be traveling or at more than one address, please attach your itinerary, including addresses and phone numbers where you can be reached, or send us this itinerary as soon as it is established.