

Billing Address Form

The student's name will always appear on the billing statement. Some students want to include another name such as a parent, guardian, or spouse as the primary recipient. You, the student, are still responsible to make sure that all charges to your MBU student account are paid as agreed.

Student Name: _____ Student ID #: _____

Student Personal E-Mail Address: _____

Choose an Option:

I (the student) choose to remain the primary recipient of billing statements sent for my account.

—Or—

The Responsible Party is to whom we have permission to mail your monthly statement. The FERPA form needs to include the same name you list below.

Responsible Party Name: _____

Responsible Party Address: _____

City: _____ State: _____ Zip: _____

Note: Billing statements will be sent to the local address unless specified above.

Responsible Party Phone Number: _____

Responsible Party Personal E-Mail Address: _____

Having provided consent for electronic billing through a completed Financial Responsibility Agreement, I request my billing statement to be sent electronically to the Responsible Party listed above.

A local address is required for students who do not live in MBU housing.

Student's Local Address: _____

City: _____ State: _____ Zip: _____

Note: You may log in and update your local address in MyMBU Access at <http://MyMBU.mobap.edu>.

Student Signature _____ Date: _____

Received By (MBU representative): _____ Date: _____