

## Cashiers Payment Voucher & Information for The Music Institute

Please note: All payments are now being processed at the Cashier's Office. You may mail your payment(s) to Howard Community College, Attn: Cashiers Office, 10901 Little Patuxent Pkwy, Columbia, MD 21044. Payments other than the initial registration payment may be hand delivered to the Cashier's Office, located in the RCF Building, 2<sup>nd</sup> floor, or placed in the Drop Box in room 222 of the RCF Building. Initial Registration/Payment Voucher forms must be placed in the Drop Safe in room 222 of the RCF Building. Charge Card payments may also be faxed to the Cashier at 410.772.4994. Please call 410.772.4850 after faxing your Registration and Payment Voucher form to confirm receipt of both pages.

PAYMENT FREQUENCY (Circle one) Complete One-Time Payment

Multiple Payments

Number of Payments (*Lessons only, if enrolling in more than one section*) \_\_\_\_\_

To be paid: For Private Lessons \$ \_\_\_\_\_ For Ensemble/Class \$ \_\_\_\_\_ For Fees \$ \_\_\_\_\_ Total Due \$ \_\_\_\_\_

Amount being paid \$ \_\_\_\_\_

Student Name \_\_\_\_\_

Student ID (If known) \_\_\_\_\_

Cost Center: 13-1-33600-46038 (AR Code MAC)

Please note: You must pay for a minimum of four (4) lessons (one complete section) in order for your registration to be processed and in order for Private Lessons to commence. If enrolling in private lessons, you may make multiple payments. HCC's Payment Plan Form must be completed in order to use this option. Bills for multiple payments will be processed by Accounts Receivable, who will mail the bills two weeks prior to the payment due date. Failure to make timely payment(s) may result in the student being deregistered for the next session or being sent to collections as stated in the colleges *Special Policies: Collection Procedures*, found on page 14 of the *Fall 2008 Schedule of Classes Catalog*. *Ensembles and Classes must be paid in full as a one-time payment.*

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Please note: Only complete the section below if you are mailing or faxing your payment to Accounts Receivable. TMI office can no longer accept or store confidential payment information – we are sorry for any inconvenience that may be experienced due to the college's implementation of new Federal Government guidelines.

METHODS OF PAYMENT: (Circle one)

Cash

Check

Credit Card

Credit Card: (Circle one)

Visa

MasterCard

American Express

Discover Card

Account Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

Name on Card \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_