



University Housing Installment Payment Form

Fall 2009-Spring 2010

Please complete the **Installment Payment Form** with each University Housing payment. Access the form at the above online address or pick up the form in the University Housing office located in Mary Ward Hall.

- Make check, money order or cashier's check payable to "SFSU".
- Write resident's name and University ID number on face of the check, money order or cashier's check. Do not mail cash.
- Mail or bring the payment to the University Housing office at SFSU. See University Housing mailing address below.

Name : _____ / _____ / _____ **Student ID (REQUIRED): 9** _____

Last Name First Name Middle Initial

Forms received without a Student ID number may cause delay in processing. A \$20.00 late fee may result.

Housing Building Location and Room Apartment Number: Check off your current Building Location and Room Assignment.

- | | | |
|--|---|---|
| <input type="checkbox"/> Mary Ward Hall | <input type="checkbox"/> Mary Park Hall | <input type="checkbox"/> Science & Technology Theme Community |
| <input type="checkbox"/> Towers at Centennial Square | <input type="checkbox"/> Village at Centennial Square | <input type="checkbox"/> University Park South |

Room / Apartment Number : _____ **A B C D**

Check off which Installment Payment you are paying.
Payments not received by 5:00 p.m. on the "late after" date below will be assessed a \$20 late fee per the resident's License Agreement. If paying late please include the \$20.00 late fee with your payment.

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> Installment #2 | Due September 1, 2009
(Late after Thursday, Sept. 3, 2009 at 5:00 p.m.) | <input type="checkbox"/> Installment #6 | Due January 1, 2010
(Late after Wed. January 6, 2010 at 5:00 p.m.) |
| <input type="checkbox"/> Installment #3 | Due October 1, 2009
(Late after Monday, October 5, 2009 at 5:00 p.m.) | <input type="checkbox"/> Installment #7 | Due February 1, 2010
(Late after Wed., Feb. 3, 2010 at 5:00 p.m.) |
| <input type="checkbox"/> Installment #4 | Due November 1, 2009
(Late after Wed., November 4, 2009 at 5:00 p.m.) | <input type="checkbox"/> Installment #8 | Due March 1, 2010
(Late after Wed., March 3, 2010 at 5:00 p.m.) |
| <input type="checkbox"/> Installment #5 | Due December 1, 2009
(Late after Thursday, December 3, 2009 at 5:00 p.m.) | <input type="checkbox"/> Installment #9 | Due April 1, 2010
(Late after Monday, April 5, 2010 at 5:00 p.m.) |

Payment Amount Enclosed : \$ _____
(Do Not Mail Cash)

Mailing Address
SF State University Housing—Mary Ward Hall
800 Font Boulevard
San Francisco, California 94132
415/338-1067
housing@sfsu.edu

For Office Use Only
Payment: \$ _____
Check #: _____
Staff Initials: _____