

ILLINOIS STATE UNIVERSITY

Student Accounts Office
Student Accounts Building



Illinois State University
Campus Box 1210
Normal IL 61790-1210
Telephone: (309) 438-5643
Facsimile: (309) 438-8337

COLLEGE ILLINOIS! AUTHORIZATION FORM

I request that Illinois State University bill my Prepaid *College Illinois!* Tuition Plan for the eligible costs selected below.

Select one of the following options of how you would like ISU to bill College Illinois.

- Eligible Tuition and General Fees (default)
- Eligible Tuition
- Eligible General Fees

This authorization form is valid for **one semester only** _____
Semester (Fall, Spring or Summer) (Year)

Name of Student (Print) _____

Signature of Student _____

Date _____ University ID _____ Social Security # _____
(Necessary to verify eligibility)

****All information above must be provided otherwise form will not be processed.***

Notice: Adjustments may be made at a later date to your *College Illinois!* award depending on payment made by *College Illinois!* based on plan eligibility. All efforts are made at time of billing *College Illinois!* to reduce this possibility.

Instructions for Using your College Illinois Prepaid Tuition Plan:

In order to use your College Illinois plan at Illinois State University, you must follow the procedures below.

- 1) A completed authorization form is required **each** semester that you intend to use your College Illinois plan. The form may be obtained in the Student Accounts Office or you may print the form off the Student Accounts website www.comptroller.ilstu.edu/StudentAccounts/.
- 2) ISU will **not** automatically bill subsequent semesters after initial notification. It is your responsibility each semester to notify the Student Accounts Office.
- 3) A completed authorization form needs to be turned in prior to the first due date for the semester to avoid late charges from being assessed on the amount as long as there are no other charges outstanding and the account remains at a zero balance.
- 4) Any charges not covered by College Illinois are the responsibility of the student and payment must be made by the due date to avoid installment or late charges. If you are unsure of the charges that are not covered by College Illinois you can contact the Student Accounts Office or visit the College Illinois website.
- 5) Mail the completed form to: Illinois State University, Student Accounts Office, Campus Box 1210, Normal, Illinois 61790. If you have any questions, call 309-438-5643.