

## **MTSU Signature Study Abroad - Program Payment Form**

Program Name	
Student Name	
<b>M</b> #	

Program Payment Schedule			
Payment Deadline	Amount Due		

## **Student instructions:**

- 1) Complete form.
- 2) Take form and payment (cash, check, or credit card) and this form **to the MTSU Cashier's window** on the 2<sup>nd</sup> floor of the Student Services Administration Center (SSAC).
- 3) Return form, *stamped by the cashier*, **to the professor leading your study abroad program** to show proof of payment.
- 4) Keep the small payment receipt for your own records.

CASHIER:				
• Please type student's NAME into the				
Banner field.				
• Please stamp to show proof of payment.				
Fee amount				
Index				
Account	58362			

Amount Paid:	
Receipt Number:	
Cashier:	

Middle Tennessee State University does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs, and activities sponsored by MTSU. The Assistant to the President for Institutional Equity and Compliance has been designated to handle inquiries regarding the non-discrimination policies and can be reached at Cope Administration Building 116, 1301 East Main Street, Murfreesboro, TN 37132; Marian.Wilson@mtsu.edu; or 615-898-2185. The MTSU policy on non-discrimination can be found at www.mtsu.edu/liteix.

## How to make a study abroad program payment ONLINE.

First, please use the following link and instructions to make a study abroad program payment by debit or credit card.

https://secure.touchnet.com/C20134\_ustores/web/store\_main.jsp?STOREID=81&SINGLESTORE=true

- 1. Select "Study Abroad Payment"
- 2. Enter the payment amount then "Add to Cart"
- 3. Type in the "Traveler Name" (your name)
- 4. Type your M# in the "Student ID" number
- 5. Type this in the "Location or Reason" section
- 6. Type this in "Index Code": <u>- 58362</u>
- 7. Click "Continue"
- 8. Review the amount then click "Checkout"
- 9. Enter in your email address then "Continue"
- 10. Enter in your credit card information
- 11. Click "Continue" and it will then ask you for the MTSU ID number.
- 12. Click "Review Order" then "Submit Order."

## Second, return a copy of your receipt or email showing payment to:

Faculty Leader name:

Office number/Email: \_\_\_\_\_