



Office of Student Accounts  
Traditional Program

**AUTOMATED BILLING FORM**

**To enroll in automated billing for your student account, complete steps 1 - 3:**

**1.** Complete the authorization below:

\_\_\_\_\_ Student Name (Please Print) \_\_\_\_\_ Student ID

I, \_\_\_\_\_, hereby authorize Southern Wesleyan  
Print Name of Account Holder

University to automatically charge \$ \_\_\_\_\_ every \_\_\_\_\_ (Month/Week/Days)

beginning \_\_\_\_\_ until account is paid in full.  
Date

Account Holder's Signature: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_ Last 4 digits of card: \_\_\_\_\_

**2.** Return completed form to:

Mail: Southern Wesleyan University      Fax: (864) 644-5963  
PO Box 1020 – SWU Box 1866      Email: studentaccounts@swu.edu  
Central, SC 29630

**3.** Call Student Accounts at (864) 644-5520 to make your first payment using a debit/credit card or check. Your card or bank account will be charged as indicated above until your balance is paid in full.

For your protection, please do not send credit card or bank account information by mail or email. You may cancel your authorization by written notice sent via mail or fax.