UTA INSTITUTE OF TECHNOLOGY

Credit Card Payment Authority

Student administration | Fillable form

Use this form to authorise a single specified payment. Do not enter a full card number, security code, PIN or card image on this form. Complete payment only through UTAIT's approved secure payment process confirmed by Finance. This form does not itself process a payment.

1 Student and course details

Student full name

Student ID

Date of birth (DD/MM/YYYY)

Phone / mobile

Email address

Course code and title

Student category

○ Domestic ○ International

2 Amount authorised (AUD)

Tuition fees $

Materials / equipment $

OSHC (if applicable) $

Other authorised fees $

Total amount authorised $

Invoice / account reference

UTA Institute of Technology Pty Ltd | RTO 41121 | CRICOS 04064G

58 Newlands Road, Reservoir VIC 3073 | 03 9462 3464 | utait.edu.au

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Payment description / period covered

3 Cardholder instruction

Cardholder full name

Relationship to student

Cardholder email

Cardholder phone

Card type

- Visa
- Mastercard

Last four card digits ONLY (optional)

Proposed payment date

I authorise UTAIT to collect the stated total once through its approved payment channel. I confirm I am the cardholder or authorised user. Further amounts or recurring payments require separate authority. Where a refund is due, Finance will arrange it through the original payment channel where appropriate and lawful.

Cardholder confirmation

- [ ] I confirm the amount, purpose and one-off payment authority above.

Cardholder signature / typed full name

Date

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4 Office use only

Finance officer / date

Identity / authority verified by

Transaction status

- Approved / processed
- Declined
- Not processed

Amount processed $

Transaction / receipt reference

Processing date / secure payment channel

Receipt sent date

Exception / reason not processed / follow-up

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