

CREDIT CARD AUTHORIZATION FORM

ATENEO DE ZAMBOANGA UNIVERSITY

ATTENTION: ATENEO DE ZAMBOANGA UNIVERSITY

I _____, authorize ATENEO DE ZAMBOANGA UNIVERSITY with billing descriptor ATENEO DE ZAMBOANGA UNIV.-ECOM to charge my credit card the amount of _____ (_____) for the donation which intended for:

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NOTE: Please include clear copies of your passport and front and back panel of your credit card. You can send it via fax at +63(2)991-0870. If you have no passport, please provide photocopies of your Driver's License or Company ID. The stated requirements are needed for the approval of your payment. Our fax machine is located in a secure area and this agreement will also be kept strictly confidential. Only our accountants have accessed of processing the card.

The client should provide the following information:

CREDIT CARD INFORMATION

Name on Card:	
Credit Card Type (VISA, MasterCard, JCB, Amex):	Credit Card Number:
Expiry Date:	Credit Card Customer Support Number:
CVV/CVS Code (3 digit nos. at the back of the card for VISA/MASTERCARD/JCB and for AMEX, 4-digit nos. on front):	Issuing Bank:

CREDIT CARD BILLING ADDRESS:

WORK CONTACT INFORMATION	HOME CONTACT INFORMATION
Address:	Address:
City:	City:
State/Province:	State/Province:
Postal Code:	Postal Code:
Country:	Country:
Telephone Number:	Telephone Number:
Mobile Number:	Mobile Number:
Email Address:	

Passport Number will be used as a proof of your identification as required by our approving bank.

Passport Number:	Place Issued:
Date Issued:	Date of Birth:

I hereby read and agree with terms & conditions of ATENEO DE ZAMBOANGA UNIVERSITY on credit card payments and policies.

Card Holder Signature

Date

TERMS AND CONDITIONS

Thank you for your interest in making a donation via credit card for Ateneo de Zamboanga University. Donating to Ateneo with your credit card is quick, easy, and most importantly, **safe**.

Terms of Service

Your donation, whether big or small is appreciated so much by the Ateneo community. Donation to the Ateneo may be intended for a specific project of the school or to the general funds of scholarship. Please indicate in the box provided where you intend to direct your cash donation.

Refund/Cancellation Policy

As a standard, cancellation of donation is entertained and available within 2 days or 48 hours from the time transaction is done. Refund on the other hand, is allowed only up to 7 days from the time transaction has been submitted.

Billing Descriptor

The credit card billing descriptor that will appear in your billing statement is “**ATENEO DE ZAMBOANGA UNIV.-ECOM**”.

Currency

The amount to be debited with the cardholder will be in Philippine (Php) currency. Foreign exchange from the cardholder’s bank may apply.

Issuance of Invoices

Donors will receive a confirmation receipt and a thank you note from Ateneo for all credit card donations. Receipt may be sent via email or fax.

Privacy Policy

We recognize that when you choose to provide us with information about yourself, you trust Ateneo to act in a responsible manner. That's why we have put in place a Privacy Policy to protect your personal information. You should review this document before providing any personal data on the Ateneo donation site.