



STUDENT INFORMATION UPDATE FORM

Date: _____

Complete this form below if you are updating any information for your student account; including credit card information or last name. If changing credit information there will be a \$5 charge for this change and this information must be received four business days before the charge will be used for billing. If submitting last name change there must be proper supporting documentation such as a marriage certificate.

Today I am currently updating my: _____

The reason I am currently updating my information is: _____

Signature: _____ Date: _____

Updated Student Information: (Complete in full – all fields required for processing!)

Student Name: _____

Address: _____

Social Security Number: _____

Email: _____ Telephone #: _____

Username: _____ Password: _____

Name of Card Holder: _____

Signature of Card Holder: _____

Billing Address of Credit Card: _____

Credit Card #: _____ - _____ - _____

Expiration Date: _____ / _____ Code: _____

◀ FOR ADMINISTRATOR ONLY ▶
<input type="checkbox"/> PAID THE \$5 for card change! Invoice #: _____ <input type="checkbox"/> Charge card information updated in system - Initials: _____ <input type="checkbox"/> Student name information updated in system - Initials: _____

PLEASE EMAIL IT TO ADMIN@CDAClass.ORG OR FAX THIS FORM TO FAX#: 267-672-4702 (EMAIL IS PREFERRED)