



Dear Online Student,

In order to properly return your projects back to you, please provide billing information in the form below and attach it to **each** project submission as we do not keep your credit card information on file. It is shredded immediately upon mailing.

Please note that all projects are shipped back via UPS Ground for domestic addresses or UPS Worldwide Saver (if available) to international addresses. Please refer to www.UPS.com to calculate an estimated cost for the shipment, as shipment costs can vary widely based on delivery address and size of shipment.

If your address is a P.O. Box, an APO/FPO/IPO address, or any other address not serviced by UPS, you will need to provide acceptable return postage in place of this form. Please refer to our detailed [shipping instructions](#) inside your online class for instructions on including return postage.

Thank you and we wish you the best in your online learning experience.

Sincerely,
Online Education
Academy of Art University
888-431-2787
online@academyart.edu

Credit Card Type: <i>(Circle One)</i>	Visa	MasterCard	American Express	Discover
Credit Card Number:	_____			
Expiration Date:	____ / ____			
	MM	YYYY		
Security Code:	_____			

Billing Information

Name:	_____		
Address:	_____		_____
	<i>Street Address</i>		<i>Apartment/Unit #</i>
	_____	_____	_____
	<i>City</i>	<i>State/Province</i>	<i>ZIP/Postal Code</i>

	<i>Country</i>		
Phone:	_____	Email:	_____

Shipping Address (if different than billing)

Name:	_____		
	<i>Student ID #</i>		
Address:	_____		_____
	<i>Street Address (No PO Boxes or APO/FPO/IPO addresses)</i>		<i>Apartment/Unit #</i>
	_____	_____	_____
	<i>City</i>	<i>State/Province</i>	<i>ZIP/Postal Code</i>

	<i>Country</i>		
Phone:	_____	Email:	_____