

Agreement of Church Unit Funding

Especially for Youth Programs

A Department of the Division of Continuing Education

INSTRUCTIONS: Complete and review sections 1–3. Please e-mail ispo@byu.edu or call 1-866-741-9144 for questions about this form.

1 Customer Information

Stake Name:	Ward Name:	Unit Number:
Billing Address:		
Address:	City:	State: Zip Code:
Contact Information:		
Stake/Ward Contact Name:	Phone:	Extension: Fax: E-mail:
Billing Contact Name:	Phone:	Extension: Fax: E-mail:

2 Agreement Terms

Special notes regarding this agreement:

Agreement Notes:

3 Authorization

By typing my name in the box below, I am certifying that the information provided is true and accurate to the best of my knowledge. I am also certifying that I am an authorized agent allowed to execute this application with Especially for Youth and that my church unit accepts the terms as stated in this application. Policies and procedures related to the use of purchase orders and the extension of credit are attached. All policies and procedures stated there are hereby incorporated by reference. Payment terms are net 30 unless otherwise indicated. By signing this form, I also agree to the terms and conditions found at ce.byu.edu/financial/termsAndConditions.php

Stake/Ward Authorized Signer:	Date:
Printed Name	

Upon completing this form, please submit by emailing application to ispo@byu.edu. If you prefer to print out and fax the completed form, our fax number is 801-812-8208. Once received, your application will be reviewed for credit approval. If approved, a BYU customer number will be issued to your organization. This number should be present on all future communications.

EFY Administration Signature	Date:

BYU Office Use Only:

BYU Customer Number: _____

Credit Approval Signature: _____ Acct Setup Signature: _____

Date Approved: _____ Date Completed: _____

POLICIES AND PROCEDURES RELATED TO PURCHASE ORDERS

What is a purchase order?

Purchase orders enable organizations to enroll participants in Especially for Youth programs when payment cannot be made at the time of enrollment.

How do I use a purchase order?

An account must be set up with Brigham Young University in order for Especially for Youth to extend credit to your church unit. Once this account is active, registration forms from your organization must be submitted by fax to 801-812-8208 or by e-mail to ispo.byu.edu.

What happens after I submit my Agreement of Church Unit Funding?

We process each agreement typically within 2-4 business days of receiving it. The contact person on the agreement form will be notified by e-mail as soon as the application is approved.

Once the Agreement of Church Unit Funding is approved, a registration form should be submitted for *each* person wishing to register. The form tells us each person's contact information and the program for which he or she wishes to register. Please be specific as some programs have several options --credit/noncredit, levels I, II, III; amateur/professional, regular fees/student fees, etc. Incomplete forms could result in a delay of registration or an increase in registration fees for courses which have multiple prices. All required signatures must be present on the form.

BYU Continuing Education will then enter registrants into its computerized registration system and each registrant will receive an e-mail confirming that official registration has been processed.

What if I want to transfer?

Registrants wishing to transfer to a different section or option within the program for which they are registered can do so by completing a withdrawal form and a new registration form. For questions please call 866-741-9144 to talk to a customer support representative. Transferring from one program to another is not allowed. Withdrawal fees may apply.

What about withdrawals, refunds, and cancellations?

Either the registrant or the institution responsible for the student can withdraw a person from a program. Withdrawals, refund requests, and cancellations must be completed using the withdrawal request form and e-mailed to ispo@byu.edu. Each program has its own policies and deadlines so it is the registrant's or institution's responsibility to check the program Website for details. Go to <http://ce.byu.edu/yp/efy>, search for the specific program, and follow the directions stated on the Website.

What are your billing policies?

Bills are generated monthly. All charges and credits from the prior month will be captured and included on the next month's invoice with terms of net 30. We currently accept credit card, check, and wire transfer payments. A 2% per month late fee will be charged if payment is not received within 30 days of the invoice date.

All payments for group EFY sessions are due 60 days prior to the session start date or the participants will be withdrawn from the session. No withdraws will be allowed after 14 days before the session starts.

Contact information:

Phone: 866-741-9144

Fax: 801-812-8208

E-mail: ispo.byu.edu