

Organization Billing Dispute Form

A Department of the Division of Continuing Education

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

1 Customer Information

BYU Customer Number (Required)	Organization Name	Today's Date:
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2 Information Required to Process Dispute

Invoice Number	Invoice Date	Student Name
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PO Number	Course Name
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Dispute Description

3 Resolution Contact

Contact Name:	Phone:	Extension:	E-mail:
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Please note: Please allow four working days for this to be processed. If we have not responded by the fifth working day, you may contact us at (866) 741-9144 or by e-mail at ispo@byu.edu to determine the status of your request. If you prefer to print out and fax the completed form, our fax number is (801) 812-8208.

BYU Office Use Only (Please sign and date once completed):

Proposed Solution: _____

Processor Signature: _____

Approver Signature: _____

Date Completed: _____

Date Completed: _____