



138 STUDENT LIVING JAMAICA LIMITED

2 Castries Drive, UWI Mona, Kingston 7, Jamaica.

Tel: 1-876-665-1235

Email: creditcardauthorization@138studentliving.com

Website: <https://www.138studentliving.com>

Credit Card Privacy Policy

The Commitment to You

138 Student Living Jamaica Limited is committed to safeguard the confidentiality and security of the information obtained from you. This notice describes our privacy policy as it relates to the collection, protection and disclosure of such information resulting from credit card transactions only.

Collection of Information

138 Student Living Jamaica Limited will collect and use information obtained from credit card transactions only for a single business transaction. These business purposes include the payment of student housing and damage fees, other rentals (multipurpose room) or transportation. This information is only to be sent to the e-mail address of an employee of 138 Student Living and can be identified by the email address, for example XXXXXXXX@138studentliving.com we ask that this check be done for the safety of your information being presented to our agents.

Protecting Your Credit Card Information

The credit card information provided by you to 138 Student Living Jamaica Limited will **never** be stored and is destroyed after each transaction, as agreed to, is carried out. This document has a single use lifespan and must be fully completed for the card to be charged. A very limited number of our employees have access to the information presented in this document. We do not maintain physical or electronic version of your card details and our employees are required to follow these privacy standards.

Disclosure of Your Information

138 Student Living does not disclose any nonpublic information (such as credit card number and their expiration dates) about our customers or former customers to anyone, as it is never stored. We disclose information only when it is necessary for the conduct of the business, university, country or government business, or under circumstances where disclosure is required by law. Personal information may also be disclosed for audit purposes, to regulatory agencies or for other general administrative services. We do not disclose information about you to other entities who may want to sell their products to you.



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Credit Card Authorization Form

Date: [] Individual/ Event Name: []

Name as it appears on Credit Card: []

Reason for payment: [] Month/Period: []

Billing Address: []

City: [] State/Province & Zip: [] ID #: []

Country: [] Email: [] Phone #: []

Credit Card Type: VISA MasterCard Discover Charge in: JM\$ US\$

Invoice/Quotation/Service order #: [] Authorized Amount: []

Please return the fully completed and signed form along with a valid government issued ID of the cardholder via e-mail creditcardauthorization@138studentliving.com

Terms and Conditions:

* Administrative Charge will apply to all transactions.

*By accepting these terms, you authorize **138 Student Living Jamaica Limited** to charge the credit card indicated above the amount outlined in this document along with the administrative charge as outlined by the company's representative.

*I guarantee that I am the legal cardholder for this credit card, and that I am legally authorized to enter into this billing agreement with **138 Student Living Jamaica Limited**.

* By submitting this form and any supporting documents, I confirm that I have read the above terms and agreed to the use of the personal information I am providing to secure payment for service(s) I have/will utilize.

Signature: []

Credit Card Number: []

Exp. Date: [] CVV #: [] Confirmation of Charge: []

**This section will be destroyed after being processed as outlined in this document and is never disclosed. **