For replacement of a syllabus or bar code labels, please complete this form and send the appropriate fee.

Please print in ink or type:

<table>
<thead>
<tr>
<th>Name (Last First, MI):</th>
<th>SHSU Student ID Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>Phone:</td>
<td>E-mail:</td>
</tr>
<tr>
<td>Course Prefix and Number (Ex: FCS 369):</td>
<td>Course Prefix and Number (Ex: FCS 369):</td>
</tr>
</tbody>
</table>

- Syllabus: $10.00
- One (1) Lesson: $1.00
- Replacement Bar Code Labels: $2.50

Total Cost: $ ___________

If replacing lesson(s), please indicate lesson number(s): _______________

### Method of Payment

- **Check**
  - Make check/money order payable to: *Sam Houston State University*.
  - Please include driver’s license number in memo on check. Please do not staple check to the form.

- **Money Order**

  MasterCard, American Express, and ACH (E-Checks) payments are accepted online through SamWeb at [www.shsu.edu](http://www.shsu.edu).

  Payments made by credit card will incur a convenience fee charged at the time of payment. Please note: *Once an online payment transaction has occurred, the Convenience Fee is non-refundable.*

### Office Use Only

- Syllabus
- Lesson(s): _______________
- Bar Code Labels

*August 2010*