



THIRD PARTY BILLING

Students whose tuition and/or fees will be paid for by a third party/sponsoring company (parents and relatives are not considered Third Parties) must present written authorization for payment from the organization on corporate letterhead to the Bursar's Office.

All letters are subject to review and must include the following information:

- Student name
- Student ID number
- Semester(s)/Academic Year covered
- Number of credits or course work covered
- Dollar or percentage limit (tuition and/or fees) if applicable
- Sponsoring company's name, billing address, contact person, e-mail address and telephone number

An anticipated third party payment does not relieve a student from any financial responsibilities to the College. If payment is not received from the third party, a student will be responsible for payment of all charges (i.e., collection agency fees, attorney fees, etc.) necessary for collection of past due accounts.