



Office of Student Accounts

THIRD PARTY BILLING

Students whose tuition and/or fees will be paid by a third party (i.e., a company, excluding parents or relatives) must present written authorization for payment from the organization, on corporate letterhead, to the Student Accounts 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 coursework 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, the student will be responsible for paying all charges (e.g., collection agency fees, attorney fees) necessary for the collection of past-due accounts.