



## Third Party Billing – Sponsor Accounts

Students need to determine if your financial sponsor or employer has a third party account set up with CCC. Your sponsor will provide a billing authorization to you or to the college. The completed billing authorization must be submitted to CCC by fax at 503.594.5879, or by mail to: Clackamas Community College, Accounts Receivable, 19600 Molalla Ave., Oregon City, OR 97045 by the deadline listed below.

***\*All authorizations MUST include the student's CCC ID number. Also, make sure to include a name and phone number of a person to contact on the authorization if any questions concerning the voucher arise.***

**IMPORTANT FOR STUDENTS:** You need to check your student account on a regular basis using my.clackamas.edu. If at the beginning of the term, there is a tuition balance, either we did not receive the authorization, or it is incomplete. It is the your responsibility to either pay your balance in full or follow up with your sponsor to get the authorization to the college before the due date specified below. **If your sponsor fails to pay, you are [financially responsible](#) for all charges on your account.**

**NOTE:** *Authorizations will not be processed until the specified term listed on the voucher has begun. A \$15.00 service fee will be billed per student, per term.*

**Authorizations must be received by the due date listed below. All charges not covered by your sponsor are the student's financial responsibility.**

<b>TERM</b>	<b><u>DUE DATE</u></b> Billing Authorizations <b><u>MUST</u></b> be in our office by deadline below.	<b><u>REGISTRATION DEADLINE</u></b> Student's <b><u>MUST</u></b> be registered by the deadline below to insure timely billing to your sponsor.
<b>Summer 2015</b>	06/25/15	07/04/2015
<b>Fall 2015</b>	10/02/2015	10/09/2015
<b>Winter 2016</b>	01/08/16	01/15/2016
<b>Spring 2016</b>	04/01/2016	04/08/2016

\*All dates are subject to change without notice.

***You must be registered for all of your courses, including wait-listed, open-entry and late starting classes by the cut-off date listed above. The college will not bill any additional charges incurred after that date.***

## **Additional Guidelines**

Below are guidelines that were established to ensure that authorizations are processed in a timely manner. Please refer to this sheet if you have any questions regarding an authorization. If you have any questions or concerns, please contact Steve Cameron at 503.594.3419.

### **Payment**

Payments are due within 30 days from the date printed on the invoice. In order to insure proper credit of payments to a student's account, please make sure to reference the student's CCC account number.

### **Important information for the Sponsors**

- **Authorization Requirements:** The following information must be on the authorization in order for it to be processed in a timely manner.
  - The authorization needs be on the entity's letter head or official form and has to itemize all fees your organization will pay per student.
  - A CCC account number must be provided on all authorizations.
  - The sponsor must provide us with good contact information for the company including; a direct person to contact if we have any questions regarding the authorization.
- **Enrollment:** CCC Accounts Receivable Department will not monitor enrollment. Your organization will be invoiced up to the amount authorized. The sponsor and the student will need to work together to determine that the courses taken by the student are authorized by the sponsor.
- **Schedule requests:** CCC can include a current list of courses taken by the student if the student has an active consent form on file to release information to the sponsor. If CCC does not have one on file, we will not be able to provide the sponsor with a copy of the student's schedule.

### **Important information for the Students**

- **Consent Form** – CCC must have a consent form on file allowing us to bill/release information to your sponsor. Please contact the Accounts Receivable Department at the number listed below to obtain this form.
- Students need to check their account balance on a frequent basis as you are financially responsible for any unpaid balance on your account.
- Any charges that go unpaid by the sponsor will be placed back on the students account within **45** days of the invoice date. You are responsible to pay the account in its entirety within **10** working days. You will be unable to register or obtain grade transcripts until your account balance is paid in full.

### **Disclosures**

- The student will be billed for any charges that are not paid by their sponsor within 45 days of the invoice date.
- CCC reserves the right to refuse authorizations if payment is contingent upon grades or completion of class.
- The Accounts Receivable Office cannot monitor enrollment, grades, attendance or financial aid status.
- Non-compliance with CCC's third party billing requirements may result in the cancellation of billing services.

**Contact Information:** Clackamas Community College, Accounts Receivable Department - 19600 Molalla Ave. Oregon City, OR 97045 · Phone (503) 594. 3419 · Fax (503) 594.5879 Email: [staccounts@clackamas.edu](mailto:staccounts@clackamas.edu)