

### **THIRD PARTY BILLING GUIDELINES**

These guidelines were established to ensure authorizations are processed in a timely manner. Please refer to this sheet if you have any questions regarding an authorization or contact Accounts Receivable at 503.594.6068.

#### **IMPORTANT Student Information – PLEASE READ**

- **CCC must have a consent form on file allowing us to bill/release information to your sponsor. The form can be found on the CCC website at <https://www.clackamas.edu/forms>, click on “Permission to Release Information.” **Permission to Release Information forms must be submitted by the deadline listed below.****
- A formal billing authorization from your sponsor must be submitted to the college by the deadline listed below. A billing authorization **must be** submitted each term, even if the authorization covers multiple terms.
- **Tuition and fee charges will be moved from your account to your sponsors account after the add/drop period has ended for the term and an invoice will be sent to your sponsor for payment.**
- You will need to check your account balance on a frequent basis through [my.clackamas.edu](http://my.clackamas.edu) as you are financially responsible for any unpaid balance on your account. Any charges that go unpaid by the sponsor may be placed back on your student account within **30** days of the invoice date. You will be unable to register or obtain transcripts until your account balance is paid in full. **If your sponsor fails to pay, you are financially responsible for all charges on your account.**

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

**Authorizations and Permission to Release Information forms must be received by the due date listed below.**

<b>TERM</b>	<b><u>DUE DATE</u></b> Billing Authorizations <b>MUST</b> be in our office by deadline below. <b>If received <u>AFTER</u> the due date it will not be processed.</b>	<b><u>REGISTRATION DEADLINE</u></b> Student’s <b>MUST</b> be registered by the deadline below to ensure timely billing to your sponsor.
<b>Summer 2021</b>	06/30/2021	07/04/2021
<b>Fall 2021</b>	10/08/2021	10/10/2021
<b>Winter 2022</b>	01/14/2022	01/16/2022
<b>Spring 2022</b>	04/08/2022	04/10/2022

**\*All charges not covered by the sponsor are the student’s financial responsibility.**

## **IMPORTANT Sponsor Information – PLEASE READ**

**CCC reserves the right to refuse authorizations if payment is contingent upon grades or completion of class.**

- **Authorization Requirements:** The following information must be on the received authorization in order for it to be processed in a timely manner.
  - The authorization must be on the entity's letter head or official form and has to itemize all fees the organization will pay per student.
  - A CCC student ID number must be provided on all authorizations.
  - The sponsor must provide CCC with the following: a contact person at the sponsoring organization, phone, email, and a billing mailing address.
  - To send us your completed billing authorization, please open a web browser and type in [sponsor.clackamas.edu](http://sponsor.clackamas.edu), this will get you to our CCC Sponsor Billing Digital Dropbox, please fill out the form and attach the authorization or they can be mailed to: Clackamas Community College, Accounts Receivable, 19600 Molalla Ave., Oregon City, OR 97045 by the deadline listed above.
- **Payment:** Payment is due by the payment deadline printed on the invoice. In order to ensure proper credit of payment(s) to a student's account, please make sure to reference the student's CCC account number.
- **Enrollment:** CCC Accounts Receivable Department will not monitor enrollment. The sponsor 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.
- **NOTE:** *Authorizations will not be processed until the add/drop period is completed for the specified term listed on the voucher. A \$15.00 service fee will be billed per student, per term.*