

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 and must be valid through the last day of the term. Please include the organization name and a councilor or case worker name, if available.***
- 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 during the first couple weeks of the term. Beginning the 3rd week of the term, once the add/drop period has ended, we will begin invoicing the sponsors for payment.**
- You will need to check your account balance on a frequent basis through 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 unless an approved prior arrangement is made. 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.

TERM	<u>DUE DATE</u> Billing Authorizations and Permission to Release Information forms MUST be in our office by deadline below. If received <u>AFTER</u> the due date it will not be processed.	<u>REGISTRATION DEADLINE</u> Student’s MUST be registered by the deadline below to ensure timely billing to your sponsor.
Summer 2023	07/06/2023	07/09/2023
Fall 2023	10/06/2023	10/08/2023
Winter 2024	01/19/2024	01/21/2024
Spring 2024	04/12/2024	04/14/2024

*All dates are subject to change without notice.

***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.
 - The authorization must be on the entity’s letter head or an official form from the entity and has to list all fees the organization will pay per student. Or state that all costs for the specific term are covered.
 - The authorization must include one or more of the following.
 - Student Name, CCC Student ID number, and Term or
 - Student Name, Term, and Last four digits of their SSN AND mailing/billing address

*Multi term authorizations are not accepted. A new authorization must be uploaded each term by the deadline above

 - The sponsor must provide CCC with the following: a contact person at the sponsoring organization, phone, email and a billing mailing address or email.
 - To send us your completed billing authorizations, please open a web browser and type in or click on the following <https://sponsor.clackamas.edu/> this will get you to our CCC Sponsor Billing Digital Dropbox, please fill out the form and attach the authorization or mail it to: Clackamas Community College, Attn: Accounts Receivable, 19600 Molalla Ave., Oregon City, OR 97045 prior to the deadline listed above.
- **Book authorizations:** Must be submit directly to the bookstore. Please call **503-594-6500** for further instruction or send by mail to: Clackamas Community College Bookstore 19600 Molalla Ave, Oregon City, OR 97045
****Do not combine tuition and bookstore authorizations or payments.**
 - **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.
 - **Restrictions:** payment cannot be contingent upon grades or successful completion of class, enrollment, attendance, or financial aid status. The billing office **cannot** monitor enrollment, grades, attendance or status of financial aid
 - ***NOTE: Authorizations will not be fully 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.***

Beginning and ending term dates are as follows:

Summer 2023	06/26/2023 to 09/09/2023
Fall 2023	09/25/2023 to 12/09/2023
Winter 2024	01/08/2024 to 03/23/2024
Spring 2024	04/01/2024 to 06/15/2024

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