

**THIRD PARTY BILLING GUIDELINES**

**SPONSOR INFORMATION**

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

- **DUE DATE:** Billing Authorizations and Permission to Release Information forms (FERPA) **MUST** be in our office by the due dates below. **Billing Authorizations or FERPA Forms received after the due date will not be processed.**
- **REGISTRATION DEADLINE:** Student's **MUST** be registered by the due date below to ensure charges are billed to the third-party sponsor account. **No billing invoices will be created for charges incurred AFTER the due date/registration deadline.**

<b>TERM</b>	<b><u>DUE DATE</u></b> Billing Authorizations and Permission to Release Information forms	<b><u>STUDENT REGISTRATION</u></b> <b><u>DEADLINE</u></b>
<b>Summer 2024</b>	<b>07/08/2024</b>	<b>07/07/2024</b>
<b>Fall 2024</b>	<b>10/11/2024</b>	<b>10/13/2024</b>
<b>Winter 2025</b>	<b>01/17/2025</b>	<b>01/19/2025</b>
<b>Spring 2025</b>	<b>04/11/2025</b>	<b>04/13/2025</b>

\*All dates are subject to change without notice

- **IMPORTANT:** There is a non-negotiable, non-refundable \$15.00 service fee charged per student, per term. By submitting an authorization form, the Sponsor agrees to be responsible for the service fee for each student listed.
  - **FIRST TIME SPONSOR** must submit a W9 with their authorization.

**Restrictions:** Students Accounts Receivable does not monitor enrollment, grades, attendance, or status of financial aid. **Payments for Sponsorships described herein cannot be contingent upon grades, successful completion of class, enrollment, attendance, or financial aid status. No authorizations containing restrictions or contingencies will be accepted.**

**AUTHORIZATION UPLOADS:**

To send us your completed billing authorizations you must access CCC Sponsor Billing Dropbox. To do so, open a web browser and enter in or click on the following: <https://sponsor.clackamas.edu/>

Once you have access, please fill out the requested information and attach the authorization(s). Alternately, authorizations can be mailed to:

**Clackamas Community College**  
**Attn: Accounts Receivable**  
**19600 Molalla Ave.,**  
**Oregon City, OR 97045**

### **AUTHORIZATION REQUIREMENTS:**

Authorizations may be submitted for individual students or multiple students may also be listed on a single authorization. For authorizations containing multiple students, Sponsors may list student information on a cover letter along with the authorization. Multi-term authorizations are not accepted. **A new authorization must be uploaded each term.**

The following information must be contained in each authorization. Authorizations that do not contain all required information will not be processed. The authorization must be on the entity's letterhead or an official form from the entity. **College DOES NOT provide templates for authorization submittals.**

#### **The Authorization must include the following information:**

- A contact person at the sponsoring organization, phone number, and email.
- Invoice preference: Sponsor must indicate either a physical address or email address of where College should send invoice.
- The authorization must include a **minimum** of one of the following.
  - Student Name, CCC Student ID number, and Term  
or
  - Student Name, Last four digits of their SSN plus mailing address, and Term  
AND
  - List all charges the organization will pay per student. Examples of how to list charges covered by organization are below:
    - Listing out all courses and course costs including the third-party billing fee.
    - Listing that all costs associated with the student(s) for that term, plus the third-party billing fee are covered.
    - Stating up to a certain dollar amount can be billed for each student(s) for the term including the third-party billing fee.
- **Book authorizations:** Must be submitted 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 upon receipt of invoice. Any charges that go unpaid after 45 days may be placed on the student's account unless an approved prior arrangement is made. Additionally, unpaid account balances for any term will result in a registration hold and the student will be unable to enroll in future courses until the account balance for the delinquent term is paid in full. A third-party billing arrangement is a courtesy to students offered by CCC, if a sponsor fails to pay, the student is still held financially responsible to pay for all charges on their account.

### **IMPORTANT STUDENT INFORMATION – PLEASE READ**

It is the student's responsibility to make sure CCC has a consent form on file allowing us to bill/release information to a third-party sponsor. The form can be found on the CCC website at <https://www.clackamas.edu/forms>, click on "[Permission to Release Information \(FERPA release\)](#)." FERPA forms must be submitted by the due date listed and must be valid through the last day of the term. The Permission to Release Information (FERPA) must include the organization's name and a counselor or case worker name, if available.