

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. 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. 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>	<u>REGISTRATION DEADLINE</u>
Summer 2022	06/30/2022	07/03/2022
Fall 2022	10/07/2022	10/09/2022
Winter 2023	01/20/2023	01/22/2023
Spring 2023	04/14/2023	04/16/2023

*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 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.
 - The authorization must include one or more of the following.
 - CCC Student ID number
 - Last four digits of their SSN AND mailing address
 - 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 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.
- **Book authorizations:** Submit directly to the bookstore by mail **Clackamas Community College Bookstore** 19600 Molalla Ave, Oregon City, OR 97045 or email: sm8278@bncollege.com ****Do not combine tuition and bookstore authorization or payment.**
- **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 2022	06/20/2022 to 09/03/2022
Fall 2022	09/26/2022 to 12/10/2022
Winter 2023	01/09/2023 to 03/25/2023
Spring 2023	04/03/2023 to 06/17/2023

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