

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 bills will be created for charges incurred AFTER the due date/registration deadline.****

TERM	<u>DUE DATE</u> Billing Authorizations and Permission to Release Information forms	<u>STUDENT REGISTRATION</u> <u>DEADLINE</u>
Summer 2025	07/03/2025	07/06/2025
Fall 2025	10/10/2025	10/12/2025
Winter 2026	01/16/2026	01/18/2026
Spring 2026	04/10/2026	04/12/2026

*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 pay the service fee for each student listed on the billing authorization.
 - **FIRST TIME SPONSOR** must submit a W-9 with their authorization.

Restrictions: Student 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.
- Bill preference: Sponsor must indicate either a physical address or email address of where College should send the Bill.
- 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 bill. Any charges that go unpaid after 45 days may be placed on the student's account. 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. CCC reserves the right to revoke third party billing arrangements.

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.