

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 (FERPA) 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 (FERPA).”
 - The expiration date must be valid through the last day of the term, you must include the organization (sponsor) name, and list a councilor or case worker name when available.
 - Permission to Release Information forms must be submitted by the deadline listed below.
- A formal billing authorization from you or your sponsor must be uploaded to the college on the following website <https://sponsor.clackamas.edu/> by the deadline listed below. *A billing authorization **must be** submitted each term; we do not accept multi term authorizations.
- **Restrictions:** Payment cannot be contingent upon grades or successful completion of class, enrollment, attendance, or financial aid status. *CCC reserves the right to refuse authorizations if payment is contingent upon these restrictions.
- **DUE DATE:** Billing Authorizations and Permission to Release Information forms **MUST** be in our office by the due date below. **Billing Authorizations or FERPA Forms received after the due date will not be processed.**
- **REGISTRATION DEADLINE:** You must be registered for all your courses, including wait-listed, open-entry and late starting classes by the add/drop period for the term listed below to ensure charges are billed to your sponsor. **No billing invoices 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>REGISTRATION DEADLINE</u>
Summer 2024	07/08/2024	07/07/2024
Fall 2024	10/11/2024	10/13/2024
Winter 2025	01/17/2025	01/19/2025
Spring 2025	04/11/2025	04/13/2025

*All dates are subject to change without notice.

- 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 with your sponsor. **You will be unable to register in future terms until your account balance is paid in full. If your sponsor fails to pay, you are financially responsible for all charges on your account.**

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