



Sponsor Tuition Billing Authorization

Instructions:

Deadline: By posted payment deadlines

- Attach typed or excel spreadsheet with list of student information for billing.
- Form to be completed each semester

Submit form and documentation to Cashier's Office via online upload tool:

Upload docs to: <https://app.smartsheet.com/b/form/7340c563ea6043bd91e2e123d71056de>

Semester: Fall Spring Summer Year _____

Name of Entity : _____

Billing

Address: _____

City, State, Zip _____

E-mail to send invoice to _____

Contact Person for Billing: _____

Phone: _____

Email: _____

Payment Coverage Information

Check All That Apply.

Failure to complete this section will delay invoicing and impact student billing. Students are held responsible for all payments until Sponsor Tuition Authorization has been received and processed

Tuition & Fees: Yes No

Payor of Last Resort: Invoice company only after all other payment resources are applied to student bill first.
 Yes No

Tuition Only(no fees): Yes No

Books/Inclusive Access: Yes No

Payment by Course: List specific courses in Special Instructions section or attach a list by student with which classes/# of credits to be invoiced

Special Instructions/Comments:
