# College of DuPage 425 Fawell Blvd. Glen Ellyn, Illinois 60137

#### **COMPANY SPONSORED BILLING AGREEMENT**

### **Student Registration Services**

Phone: 630-942-2377 or 630-942-3289 Fax: 630-942-2878 Email: Registration@cod.edu

Student, please complete.		
Employee/Student Name:	College of DuPage Student ID#:	
Phone:	Birth Date	
If the Sponsor does not pay, the charges will become	the student will be responsible to reimburse the College of DuPage. e the student's responsibility. The student will have a hold on their record is until the account is paid in full. Failure to pay any remaining balance will result agency.	
Student Signature	Date:	
Sponsor, please complete.		
Company Name	Term of Agreement	
Company Billing Address:	Fall	
	Spring	
Company Contact Person:	Summer	
Company Phone: Email	l:	
Company Authorized SignatureDate:		
Title of Authorized Signer		
Registration will not accept forms without company approval. A letter on Company letterhead must also be included with this form.		
Sponsor, please check the appropriate lines.		
Yes, Company Will Pay In-District Tuition Rates OnlyX_Yes, Company Will Pay Fees		
OR  Yes, Company Will Pay Out-Of-District Tuition Rates  OR  No, Company Will Not Pay Fees		
Yes, Company Will Pay For Non Credit Class	ises	
Please list the courses for which this agreement is varegisters for in the semester listed above.	alid. If nothing is provided, this agreement will be valid for all courses the student	
The College of DuPage does not monitor attendance or	r grades. It is the responsibility of the student to supply the employer with grades.	
College of DuPage Company ID #College Use Only		

Books are billed separately by the bookstore. For additional information call the bookstore at (630)942-4342.

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# Directions for letter agreeing to College of DuPage terms:

Print or type letter below on sponsor's company letterhead
Fill in student name
Sign and date letter
Return to Student Registration Services with Company Sponsored Billing Agreement form

This letter is to authorize	uPage Sponsorship program for the
Sincerely,	
Signature of Authorized Party (required)	
Date (required)	

## **Company Sponsored Billing Directions**

Sponsored Billing is available for those students whose employers will pay for their tuition and fees regardless of grades or class attendance. If grades or attendance is required for reimbursement, the student will need to pay for the classes and be reimbursed from their employer. The student will be responsible for all charges on their account.

- The student and sponsor must accept the terms and conditions of the Sponsored Billing Agreement.
  - The Sponsor understands that the College of DuPage does not monitor grades or attendance.
  - All courses the student registers for in the term listed will be billed to sponsor unless otherwise noted on the Sponsored Billing Agreement form.
  - The Sponsored Billing Agreement must be signed by both the student and the Sponsor to be effective.
  - The Sponsor agrees to pay within 30 days from start of term.
  - A letter from the Sponsor on company letterhead must also be provided. Sample letter attached.

#### **Process for Sponsored Billing**

- 1. Complete all sections of the Sponsored Billing Agreement form including student and sponsor signatures.
- 2. Type letter agreeing to College of DuPage terms on company sponsor letterhead.
- 3. Fax, mail or return in person the Sponsored Billing Agreement and letter agreeing to College of DuPage terms on company letterhead to Student Registration Services at College of DuPage. Addresses for submitting the paperwork are on the front of the Sponsored Billing Agreement.

Upon receipt of the Sponsored Billing Agreement, your tuition will be deferred and your sponsor will receive an invoice for your tuition. The student will be responsible for any charges not paid by the sponsor. If the sponsor does not pay, the student will receive an invoice and have a hold placed on their account until paid in full.