

## THIRD PARTY or EMPLOYER FUNDED BILLING AUTHORIZATION FAQ's

A Third Party/Employer is an outside agency or business that submits an authorization to NDSCS to pay for all or a part of a student's NDSCS account charges. The authorization gives NDSCS permission to bill the Third Party/Employer for the selected charges on the students' NDSCS account. Third Party/Employer payments will be included in a student's financial aid award package and may reduce the amount received from financial aid sources.

What does a Third Party/Employer cover?

A Third Party/Employer may assist in paying tuition, fees, books, supplies, tools, laptops, uniforms, etc.

Who is a Third Party/Employer?

City, State, and Government Agencies such as Military, Job Service [WIA], Workforce Safety and Insurance [WSI], Vocational Rehabilitation and Employers. Family members and businesses owned by the student or a family member are not considered a Third Party/Employer.

What is required for the authorization?

Third Party/Employer authorizations should be sent each semester to Business Affairs by the start of each semester.

Authorizations must include:

- Students full name
- NDSCS Student ID number and/or DOB
- Types of charges covered: tuition, fees, books, supplies, etc.
- Dollar amount covered
- Specific year and semester(s) covered
- Business name, billing address, contacts name and signature along with their email and phone number
- Employee Consent Form (FERPA)

### Bookstore Charging to a Third Party/Employer

Submit Third Party/Employer authorizations to NDSCS Business Affairs; please allow 24 hours for processing time before a student can charge to the Third Party/Employer at the Bookstore. Students/Employees who charge at the Bookstore prior to NDSCS receiving Third Party/Employer authorizations may be responsible for payment. Students/Employees who charge books/tools/supplies not allowed by their Third Party/Employer will be responsible for payment.

**Please note:** Students/Employees are responsible for providing Third Parties/Employers their class lists, grades, and/or costs. Until authorization is received, students/employees are responsible for any balance due on their NDSCS student account. If for some reason the Third Party/Employer fails to remit payment or is unwilling to pay the charges incurred, these charges will be reinstated to the student's NDSCS account and become the student's responsibility.

### Invoicing

NDSCS will send an invoice to the Third Party/Employer after the class add/drop deadline for the semester (multiple deadlines may exist, due to class length). Payments are due within 30 days of invoice date; NDSCS accepts check, ACH, and credit card payments.

Third Party or Employer Funded Billing Authorization Form can be found online at:

<https://www.ndscs.edu/sites/default/files/PDFs/Paying%20For%20College%20PDFs/Third%20Party-Employer-Billing-Authorization-Consent-Form.pdf>

Send all authorizations/payments to NDSCS Business Affairs.

Mail: NDSCS Business Affairs, Haverty Hall 139, 800 6<sup>th</sup> St N, Wahpeton ND, 58076

Email: [nicole.matejcek@ndscs.edu](mailto:nicole.matejcek@ndscs.edu) or [ndscs.businessaffairsoffice@ndscs.edu](mailto:ndscs.businessaffairsoffice@ndscs.edu)

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