

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

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 _____ to enroll in classes at the College of DuPage as part of a Sponsored Billing Agreement. I understand that I, as a representative of the company, agree with the terms of the College of DuPage Sponsorship program for the classes the student has listed on the Company Sponsored Billing Agreement. Prompt payment is required regardless of grades or attendance.

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.