



## Third Party Billing Agreement

Sponsored Billing is available for those students whose employer or other organization has agreed to pay tuition and fee charges to Lone Star College (LSC) on behalf of the student. Students are responsible for providing a letter on company letterhead or a company voucher from the student's Third Party Sponsor with this form. This form must be completed and submitted every term. It is the student's responsibility to adhere to his/her Sponsor's policies and provide any required documents to his/her Sponsor.

### Student Information

Student's First Name: \_\_\_\_\_ Student's Last Name: \_\_\_\_\_

Student ID: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Sponsor Information

Company Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_ City: \_\_\_\_\_

\_\_\_\_\_ State: \_\_\_\_\_

\_\_\_\_\_ Zip: \_\_\_\_\_

Billing Contact Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Term: \_\_\_\_\_ Academic Year: \_\_\_\_\_

#### My Sponsor will pay for the following (check all that apply):

Full Tuition \_\_\_\_\_ Partial Tuition (please indicate percentage or amount here) \_\_\_\_\_

Mandatory Fees (if only a percentage or flat amount can be covered, please indicate here) \_\_\_\_\_

Other (please explain) \_\_\_\_\_

If your Sponsor will not exceed a specified amount, please provide amount here: \_\_\_\_\_

Should the amount your Sponsor pays be reduced by financial aid you receive? Yes No

I hereby authorize Lone Star College to invoice my Third Party Sponsor for tuition, fees, and other educational charges as specified above. Additionally, I agree to and understand the following:

- I am authorizing an LSC representative the right to discuss my LSC account with my Third Party Sponsor.
- I am responsible for any and all charges for which my Third Party Sponsor does not pay.
- I may be withdrawn from some or all my classes if timely payment is not received.
- Any unpaid balance is my responsibility and will be paid within 30 days of receipt of my bill.
- Not paying my balance will result in a hold on my account. I will be prevented from future registrations and receiving official transcripts until the account is paid in full.
- Any unpaid charges left on my student account may result in collection action and collection costs including litigation costs or attorney's fees.

I hereby certify that the information I have entered is correct. I understand this agreement does not relieve me from my financial responsibility to Lone Star College, and that I am fully liable for charges not paid by my sponsor. If the details of my sponsorship change, I am responsible for reporting updated information to my Campus Business Office.