

## **THIRD PARTY PAYMENT AGREEMENT**

Metropolitan Community College allows Third Party Payment for tuition and fees. This Agreement sets out the requirements for Third Party (TP) organizations.

**Effective Date and Term.** This agreement is effective as of the date of the last signature and shall continue in full force and affect until terminated by either party.

**Tuition and Fees.** TP shall pay tuition and fee amounts based on each student's resident status.

**Enrollment and Authorization Procedures.** Students must enroll during published enrollment dates and times. Enrollment will not be complete until College receives a TP authorization letter from the TP. TP may submit the letter directly to College in advance of sending students for enrollment or TP will provide a TP authorization letter to the student to bring to the College at the time of enrollment. Any enrollment changes may require a new authorization letter, and a new letter is required **each** term. The letter must be on TP's letterhead and include the following information.

- Name of student
- Student identification number or last 4 digits of student's social security number
- Semester
- Detail of covered expenses and any restrictions
- Maximum amount approved
- Invoicing address
- TP contact person and phone number

**Payment and Invoicing.** College will invoice and TP will make payment to College in the amounts stated in TP authorization letters for all students regardless of student success in a course, student completion of a course, or continued employment or eligibility of a student. Should a student withdraw from a course(s) during a refund period, College shall bill TP according to the published refund policies. Tuition and fees not covered by TP in the authorization letter, are the responsibility of the student. Student shall submit payment in accordance with published College payment schedules.

College will begin the invoice process at the conclusion of the published refund period for the semester. TP shall submit payment, in full, within 30 days of receipt of invoice via check or credit card.

**Payment Default.** Failure of TP to submit payment to College will result in the student(s) not being allowed to reenter until payment has been received, and could result in cancellation of the TP agreement. Should sufficient time lapse as to impair the student's likelihood for academic success, the College has the prerogative not to allow reentry.

Payment not received within 45 days of TP's receipt of invoice shall be turned over for collection. TP is responsible for all collection related costs including attorney fees, if any.

Should TP default on payment, the student will be given the opportunity to make payment to College through personal funds.

**Release of Student Information.** College will not provide TP with protected student information, such as grades, unless student has a *MCC Consent to Release Student Information* form on file at the College.

**Signature.** College and TP have executed this agreement by and through their duly authorized representatives.

Third Party Company/Organization

The Junior College District of  
Metropolitan Kansas City, Missouri

\_\_\_\_\_  
(Company/Organization Name)

\_\_\_\_\_  
Signature                      Date

\_\_\_\_\_  
Kathrine B. Swanson,                      Date  
Vice-Chancellor

\_\_\_\_\_  
(Print or type name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Phone/Fax)

**Billing Information**

\_\_\_\_\_  
(Contact Person)

\_\_\_\_\_  
(Billing Address)

\_\_\_\_\_  
(Phone/Fax)

\_\_\_\_\_  
(E-mail Address)