



THIRD PARTY SPONSOR PAYMENT REQUEST

A third-party organization may sponsor a student's enrollment by committing to paying a student's mandatory tuition and registration fees. Delgado must receive written authorization (third party contract, PO, voucher, etc.) from the sponsoring agency prior to the term due date in order to process Third Party Billing. It is the student's responsibility to ensure the authorization has been received by the Accounts Receivable Department each term prior to the due date.

STUDENT INFORMATION	
Student Name (First Last): _____	Semester/Year: _____
Student LoLA ID: _____	Student Email: _____

Vendor/Sponsor Information	
Company/Sponsor Name: _____	
Primary Contact Name: _____	Billing Email: _____
Comments: _____	

STUDENT AUTHORIZATION		
Student Certification:		
<input type="checkbox"/> I hereby certify that the attached document(s) is a true and accurate copy of the original which I have in my possession. It is my responsibility to abide by the sponsor's requirements and notify the sponsor of any changes in my registration, enrollment, or any other information pertaining to this request.		
<input type="checkbox"/> I understand that it is the responsibility of the student to provide all required documentation and required information to Delgado Community College prior to the published or assigned due date(s).		
<input type="checkbox"/> I acknowledge that while Delgado accepts payment via third-party sponsorship, the responsibility for payment remains with the student. It is the student's responsibility to monitor his/her account balance and any funding sources. If third party sponsors do not pay within a reasonable period, the student will be required to pay the full amount due.		
Third Party FERPA Disclosure:		
<input type="checkbox"/> I authorize Delgado Community College release necessary financial and educational information, in the manner requested, to the sponsor for the purposes of Third Party Invoicing/Payment (to include electronic transmission methods). This only applies to cases where it is mandatory for the school, in place of the student, to supply the information.		
Terms and Conditions:		
<input type="checkbox"/> I promise to pay for all fees not covered by this agreement by the published or assigned due date(s).		
<input type="checkbox"/> In the event the student becomes delinquent in paying charges or defaults in repaying charges, the debts may be transferred to the State of Louisiana Attorney General's Office, the Louisiana Office of Debt Recovery, or another external agency for collection. All collection fees incurred shall be at the expense of the student which may be based on a percentage at a maximum of 33 1/3%. If Delgado prevails in a lawsuit to collect on the student's financial obligation, the student will be responsible to pay Delgado's court costs, collection fees and attorney's fees in an amount the court finds to be reasonable.		
_____	_____	_____
Student Signature	Print Name	Date