



THIRD PARTY or EMPLOYER FUNDED BILLING AUTHORIZATION

THIRD PARTY or EMPLOYER INFORMATION

Business Name
Address
Contact Name and Title (printed)
Contact Email and Phone Number

STUDENT/EMPLOYEE INFORMATION

Name
NDSCS Student ID or DOB
NDSCS Program

AUTHORIZATION DETAILS

Semester Covered: Fall (Aug-Dec) Spring (Jan-May) Summer (June-July) Year

Eligible Charges: Please mark all items that may be billed to the Third Party/Employer along with the dollar amount or percentage covered for each item. Additional cost details can be found online at www.NDSCS.edu/Costs.

Items Approved

Dollar Amount or Percentage Covered

- Tuition and Fees
Required Books
Tools and/or Box
On-Campus Living
Dining Plan
Parking Permit
Required Uniforms
Other (Please list)

If the Student/Employee should withdraw during the semester and receive only a partial refund of tuition/fees, or the Student/Employee is no longer eligible/employed, the billing scenario described below should be followed:

- Third Party/Employer will pay amount owed regardless if the Student/Employee is no longer enrolled or employed
The Student/Employee should be made financially responsible for all amounts due
Third Party/Employer will contact NDSCS is Student/Employee is no longer employed
Other:

THIRD PARTY or EMPLOYER CONFIRMATION OF FINACIAL RESPONSIBILITY

By signing below, I confirm the following:

- This completed form, along with a FERPA form, for each Student/Employee, will be submitted to NDSCS Business Affairs prior to the start of each semester to ensure accurate and timely billing.
Employer will pay balance due within 30 days of the invoice date.
If the Third Party/Employer does not make payment by the due date, the billing may be reversed, and the Student/Employee may become financially responsible for the outstanding amounts owed. This may prevent them from enrolling for future semesters or obtaining a transcript.
Third Party/Employer accounts that are 60+ days past due may be assessed a 1.75% monthly late payment fee.

Third Party/Employer Signature Date

Questions? Contact Nicole - 701-671-2135 | Nicole.Matejcek@ndscs.edu

Return Completed Forms To:

NDSCS Business Affairs, 800 6th St. N., Wahpeton, ND 58076 | NDSCS.BusinessAffairsOffice@ndscs.edu