

# Third-Party Billing (Contract)

Third-party billing (contract) is the process whereby College of the Mainland invoices an outside organization/company for all or a portion of a student's tuition and/or fees. Third-party billing (contract) is unique in that the outside organization/company requires an invoice from the College before remitting payment. Third-party billing (contract) is subject to the same federal reporting requirements as other financial aid.

If you are expecting a third party to pay your tuition and other fees, special arrangements must be established with the Accounts Receivable Specialist in the Business Office before any invoices can be issued to the third party.

## Student Responsibilities

Students have four responsibilities as a third-party billing student:

1. Contact the Accounts Receivable Specialist for information before payment deadline date for each semester. If an authorization to bill is not received and on file by the deadline, students are responsible for setting up a payment plan until third-party authorization is received.
2. Make sure College of the Mainland has a completed billing authorization/contract from the third party on file (see below).
3. Provide the organization/company with the Accounts Receivable Specialist's correct contact information for mailing an authorization to bill.
4. Pay any charges not covered by the organization/company by payment deadline.

## The Contract

College of the Mainland requires authorization to bill from your organization/company to establish a third-party billing contract, which allows the College to invoice your organization/company for authorized student account charges directly.

The Accounts Receivable Specialist must have a valid authorization to bill on file from your organization/company. The authorization letter or voucher must be on the organization/company's letterhead and include the original signature of an official authorized to commit payment on behalf of the organization/company. The authorization to bill must be sent before the payment due date to the attention of:

College of the Mainland  
Accounts Receivable, Business Office  
1200 Amburn Rd  
Texas City, TX 77591

Authorizations must include the following:

1. Be written in English on the organization/company's official letterhead.
2. Contain no restrictions or contingencies (for example, if the organization/company requires grades or transcripts prior to payment, the transaction does not qualify as third-party billing (contract). The student is responsible for payment by the billing due date then must seek reimbursement from the organization/company.
3. The authorization letter or voucher must itemize the type of fees and charges that the organization/company will be responsible for paying. (Tuition, mandatory fees, lab fees, etc.)
4. Stipulate the exact start and end dates of the period for which the organization/company will pay the student's charges (note: if the third party wishes to continue payment after the end date, the third party must submit a new authorization/voucher). The voucher/authorization letter will only be valid for one semester. Your organization/company must submit a voucher/authorization letter each semester to continue the authorization process.
5. Indicate the student's full name and student ID number.
6. Indicate the name, billing address, telephone number and email address (if wanting an emailed invoice) of the contact person at the company/organization that is responsible for payment.

# Conditional Credit

Upon receipt of a valid authorization to bill, the Accounts Receivable Specialist will place a flag on the student account to hold the student's registration until date of billing.

The student's organization/company will be issued an invoice after each semester's census date.

Students whose organization/company has not authorized full payment of all tuition and fees are responsible for paying the remaining charges by the end of the semester.

Any student whose organization/company fails to pay the authorized charges by the end of the semester will have a hold placed on their account and will be responsible for the payment of the unpaid charges. The hold on the student account will remain until the balance is paid in full.

Students are encouraged to remain in contact with their organization/company until the terms of the authorization to bill are met.

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