



## Portland Community College THIRD PARTY BILLING INFORMATION

To ensure all third party billing requests are processed in a timely, accurate and professional manner, Portland Community College (PCC) has established the following guidelines. Please review and distribute this information to the people in your organization who deal with any aspect of authorization or payment of a third party bill.

### PROCESSING DEADLINES

- Priority processing will be given to billing authorizations received prior to the beginning of term.
- Authorizations are considered late after the 2nd week of the term and will not be accepted after the 4th week of the term.
- A \$10 per student special handling fee will be charged on all late authorizations.
- Registration must be complete by the 4<sup>th</sup> week of the term. After the 4<sup>th</sup> week of the term, students will be instructed to remit payment directly to PCC and seek reimbursement from their sponsoring organization.

### GENERAL INFORMATION FOR VENDORS

- Full payment is due upon receipt of the invoice. Important! To ensure proper credit, please instruct your Accounts Payable department to reference the Vendor ID listed on the invoice, the student's PCC ID and to pay only the charges listed on the invoice.
- All fees to be billed must be itemized on the authorization and eligible for billing (*see below*)
- Multiple-term Authorizations will be accepted for up to one academic year. Please specify terms you wish to cover.
- Cancellation requests must be provided in writing. Please allow 30 days for processing.
- Bookstore Authorizations must be submitted to the PCC Bookstore for books and supplies. Call 503-977-4309 to make billing arrangements. An additional billing fee may apply. Combined authorizations will not be accepted.
- Authorizations for tuition and eligible fees are accepted at any campus business office, or may be sent directly to the billing office (*see Contact Information*).

### GENERAL INFORMATION FOR STUDENTS

- Students are responsible for making sure their third party billing authorization has been received and processed by the college and pay any difference due by the 2<sup>nd</sup> Friday of each term.
- Students are responsible for notifying their sponsor of any course changes and provide the college with an updated billing authorization if necessary by the 2<sup>nd</sup> Friday of each term.
- Parking permits are not billed unless your sponsor requests it in writing on the billing authorization.

### FEES ELIGIBLE FOR BILLING

- Tuition and mandatory course fees for credit courses
- Tuition and mandatory course fees for CED and CEU courses
- Parking permits
- Miscellaneous Fees (locker rental, distance learning fees library fines, late fees, third party billing fee)

### FEES NOT ELIGIBLE FOR BILLING

- Admission Application fee
- Testing Fees, including GED Testing
- Fees payable directly to the instructor
- Fees that must be paid in advance
- Previously billed charges released for non-payment

**LATE PAYMENT BY VENDOR**

- Students are ultimately responsible for payment of their account balance.
- Unpaid charges will be released after 45 days and become in-eligible for re-billing.
- Released charges will be billed to the student with instructions to contact your organization.
- Students will be charged a late payment fee of up to \$75 if payment is not received within one week of charges being released.
- Late payment may also result in withholding of transcripts and registration and referral to an outside collection agency.

**DISCLOSURES**

- PCC will not accept authorizations if payment is contingent upon successful completion of class.
- The billing office cannot monitor enrollment, grades, attendance or status of financial aid.
- Non-compliance with PCC's third party billing requirements may result in the cancellation of billing services.
- Course information will be released only upon receipt of the student's written consent to release confidential information. The consent must accompany the payment authorization.
- Authorization to bill must be on official letterhead with charges itemized.
- Third party billing services are available only to organizations with five or more students attending each term.
- Third party sponsors with fewer than five students per term are encouraged to have the student set them up as an authorized payer on PCC-Pay (*see Authorized Payer link below*).
- Make all checks payable to Portland Community College. Please do not list employee names on checks.

**THIRD PARTY BILLING FEES**

- |                                       |                            |
|---------------------------------------|----------------------------|
| ▪ Traditional Services                | \$5.00 per student billed  |
| ▪ International Students              | \$10.00 per student billed |
| ▪ Special handling/Late authorization | \$10.00 per student billed |

**ON-LINE REFERENCE**

- Term start and end dates: <http://www.pcc.edu/registration/academic-calendar.html>
- Tuition and Fee schedule: <http://www.pcc.edu/resources/tuition-fees/>
- Other Common Fees: <http://www.pcc.edu/resources/tuition-fees/other-fees.html>
- Student Financial Arrangements: <http://www.pcc.edu/resources/tuition-fees/payment-info/financial-arrange.html>
- Parking and Transportation Services: <http://www.pcc.edu/resources/parking/>
- Drop Deadline: <http://www.pcc.edu/registration/dropping.html#drop>
- Authorized Payer (fewer than 5 students): <http://www.pcc.edu/resources/tuition-fees/payment-info/pcc-pay.html>

**THIRD PARTY BILLING CONTACT INFORMATION**

<b>Send tuition authorizations and payments to:</b>	<b>Taxpayer ID / Entity Type</b>
Portland Community College	93-0575187 /
Attn: Third Party Billing	Municipal Organization
PO Box 6119	
Aloha, OR 97007-0119	

<b>Service Provided</b>	<b>Contact</b>	<b>Phone</b>	<b>Fax</b>
Tuition and Fees	Kim	503-533-2816	503-533-2878
Bookstore Billing Contact:	Cyndi	503-977-4309	503-977-8030
Professional Skills Contact:	Lisa	503-788-6127	503-533-2901