

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

**DEADLINES**

- Billing Authorization – 2<sup>nd</sup> Friday of term. Late Authorizations accepted through 4<sup>th</sup> Friday of term. Additional fees apply to late authorizations. **Important!** Authorization must include the student's PCC ID number.
- Registration and billing authorization deadline – 4<sup>th</sup> Friday of term. Once this cut-off date has passed, students will be required to pay PCC directly and seek reimbursement from their sponsoring organization.
- Payment – Due immediately upon receipt of invoice. **Important!** To ensure proper credit, reference your PCC Vendor ID and invoice number on your remittance advice. Do not combine payment with other PCC invoices.

**GENERAL INFORMATION FOR THIRD PARTY SPONSORS**

- Authorization requirements: Billing authorizations must be itemized to show all fees your organization will pay.
- Eligible charges: Tuition and mandatory class fees (lab, distance learning, student activity, college service, and technology), parking permits, locker rental, and late fees.
- Ineligible charges: Fees which require up-front payment, such as GED testing.
- Multiple-term authorizations: Accepted for up to one academic year; terms authorized must be specified.
- Book Authorizations: Must be submitted separately to the Bookstore (see Contact Information at the end of this document); additional billing fees apply. Combined tuition and book authorizations will not be accepted.
- Enrollment: PCC does not monitor enrollment. Your organization will be invoiced up to the amount authorized without regard to enrollment. Please work directly with the students you sponsor to ensure they are taking classes authorized by you and advise your sponsored student of this policy.
- Student Schedules: PCC will include schedules with the invoice upon request if ALL of your sponsored students have an active consent to release information on file. Otherwise, schedules must be obtained from the student.
- Grades: PCC does provide grade information to third party sponsors and will not accept billing authorizations that are contingent upon successful completion of courses.
- Cancellation: Requests must be provided in writing, allow 30 days for processing.

**STUDENT RESPONSIBILITIES:** Payment of the account balance is the student's sole responsibility. Students must:

- Ensure the college receives their billing authorization by the published due date.
- Finalize their registration and follow up with their sponsor on late authorization prior to the cut-off date (4<sup>th</sup> week of term).
- Regularly access MyPCC email for college communications and monitor their student account using [PCC-Pay](#) . *(If there is a balance due by the payment due date, either the college did not receive the authorization or it is incomplete.)*
- Pay all charges which do not meet PCC's third party billing requirements as well as any charges rejected or not authorized by their sponsor.
- Notify their sponsor of any schedule or fee changes and provide the college with updated billing authorizations, as necessary, by the term cut-off date.

## ON-LINE REFERENCE GUIDE

- Academic calendar: <http://www.pcc.edu/registration/academic-calendar.html>
- Admissions: <http://www.pcc.edu/admissions/>
- Bookstore: <http://www.pcc.edu/resources/bookstore/>
- Business Office hours: <http://www.pcc.edu/resources/business/>
- Parking & Transportation Services: <http://www.pcc.edu/resources/parking/>
- Third party information for students: <http://www.pcc.edu/resources/tuition-fees/payment-info/tpbilling.html>
- Payment due date: <http://www.pcc.edu/resources/tuition-fees/payment-info/>
- Tuition and fee schedule: <http://www.pcc.edu/resources/tuition-fees/>
- Confidential Information release: <http://www.pcc.edu/resources/student-records/documents/consent.pdf>

## LATE PAYMENT BY VENDOR

- Unpaid charges are 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. The student will be unable to register or obtain grade transcripts until their charges are paid in full. Students will have 10 days to pay released charges before a late fee of up to \$75 is assessed.

## IMPORTANT DISCLOSURES

- The student will be billed for any charges that are not paid by their sponsor within 45 days of the invoice date.
- PCC will not accept authorizations if payment is contingent upon grades or successful completion of class.
- PCC does not monitor enrollment, grades, attendance or financial aid status.
- Non-compliance with PCC's third party billing requirements may result in the cancellation of billing services.
- For course information, students must have consent to release on file. This may be setup via MyPCC.
- Authorizations must be on the entity's official form or letterhead.
- Third party billing services are available only to organizations with five or more students attending each term.

## THIRD PARTY BILLING FEES:

- On-time authorizations: \$5 per student billed per instance
- International Students: \$10 per student billed per instance
- Special handling/late: \$10 per student billed per instance

**Taxpayer ID:** 93-0575187  
**Entity Type:** Municipal Organization  
**Mailing Address:** Portland Community College  
 Attn: Third Party Billing (WTC 1513)  
 PO Box 6119  
 Aloha, OR 97007-0119

CONTACT INFORMATION BY BILLING TYPE	PHONE	FAX
Agency clients - Tuition and fees	503-533-2816	503-533-2878
Business or Educational clients - Tuition and fees	503-533-2860	503-533-2878
Books and supplies (all clients)	503-977-4309	503-977-8030
Occupational skills training	503-788-6127	503-533-2901