

THIRD PARTY or EMPLOYER FUNDED BILLING AUTHORIZATION FAQ's

A Third Party/Employer is an outside agency or business that submits an authorization to NDSCS to pay for all or a part of a student's NDSCS account charges. The authorization gives NDSCS permission to bill the Third Party/Employer for the selected charges on the students' NDSCS account. Third Party/Employer payments will be included in a student's financial aid award package and may reduce the amount received from financial aid sources.

What does a Third Party/Employer cover?

A Third Party/Employer may assist in paying tuition, fees, books, supplies, tools, laptops, uniforms, etc.

Who is a Third Party/Employer?

City, State, and Government Agencies such as Military, Job Service [WIA], Workforce Safety and Insurance [WSI], Vocational Rehabilitation and Employers. Family members and businesses owned by the student or a family member are not considered a Third Party/Employer.

What is required for the authorization?

Third Party/Employer authorizations should be sent each semester to Business Affairs by the start of each semester.

Authorizations must include:

- Students full name
- NDSCS Student ID number and/or DOB
- Types of charges covered: tuition, fees, books, supplies, etc.
- Dollar amount covered
- Specific year and semester(s) covered
- Business name, billing address, contacts name and signature along with their email and phone number
- Employee Consent Form (FERPA)

Bookstore Charging to a Third Party/Employer

Submit Third Party/Employer authorizations to NDSCS Business Affairs; please allow 24 hours for processing time before a student can charge to the Third Party/Employer at the Bookstore. Students/Employees who charge at the Bookstore prior to NDSCS receiving Third Party/Employer authorizations may be responsible for payment.

Students/Employees who charge books/tools/supplies not allowed by their Third Party/Employer will be responsible for payment.

Please note: Students/Employees are responsible for providing Third Parties/Employers their class lists, grades, and/or costs. Until authorization is received, students/employees are responsible for any balance due on their NDSCS student account. If for some reason the Third Party/Employer fails to remit payment or is unwilling to pay the charges incurred, these charges will be reinstated to the student's NDSCS account and become the student's responsibility.

Invoicing

NDSCS will send an invoice to the Third Party/Employer after the class add/drop deadline for the semester (multiple deadlines may exist, due to class length). Payments are due within 30 days of invoice date; NDSCS accepts check, ACH, and credit card payments.

Third Party or Employer Funded Billing Authorization Form can be found online at:

<https://www.ndscs.edu/sites/default/files/PDFs/Paying%20For%20College%20PDFs/Third%20Party-Employer-Billing-Authorization-Consent-Form.pdf>

Send all authorizations/payments to NDSCS Business Affairs.

Mail: NDSCS Business Affairs, Haverty Hall 139, 800 6th St N, Wahpeton ND, 58076

Email: nicole.matejcek@ndscs.edu or ndscs.businessaffairsoffice@ndscs.edu

Phone: 701-671-2135