

<b>Sponsor Billing Procedure</b>	Procedure Number	4.12P
	Effective Date	May 13, 2016

## 1.0 PURPOSE

In accordance with Sponsor Billing Policy Number 4.12, the purpose of this procedure is to set forth the procedure to initiate and manage student sponsorships at Laramie County Community College.

The Sponsor Billing office assists students whose attendance at Laramie County Community College is being sponsored. A sponsor is a company or agency, such as the government, a private company, the military, or an educational institution, that takes responsibility for all or partial payment of tuition, fees, books, etc.

Sponsor billing is a unique process in that the sponsor requires an invoice (bill) or written verification from the College of a student's tuition, fees, books, etc. before remitting payment. A sponsorship authorization and/or payment agreement between the student, Laramie County Community College, and the student's sponsor is established and dictates the amount to be billed.

Sponsorships are subject to the same federal reporting requirements as other financial aid.

## 2.0 REVISION HISTORY

Adopted on: 5/13/16 (Replaces 5580)

## 3.0 PERSONS AFFECTED

Persons and departments affected shall be eligible credit students, Accounting Services/Student Accounts, Financial Aid, and Advising.

## 4.0 DEFINITIONS

- A. *Concurrent Enrollment* – Students are able to earn LCCC college credit in approved courses that are offered at partnering high schools. The college has approved a number of high school teachers in the state of Wyoming to award students' college credit based on the successful completion of approved courses. The grades for these courses will be recorded on both a high school transcript and the student's LCCC college transcript.
- B. *Dual Enrollment* – Juniors and seniors in the LCCC service area school districts may take one free class per semester directly through LCCC as long as the course is being used to meet high school graduation or state scholarship requirements. The grades for these courses will be recorded on both a high school transcript and a college transcript, where applicable.
- C. *Sponsor* – A company or agency, such as the government, a private company, the military, or an educational institution, that takes responsibility for all or partial payment of tuition, fees, books, etc.

- D. *Sponsorship authorization form* – Companies or organizations will have a special form or application, Financial Guarantee, or will write a letter, stating what they are authorizing for payment. There is no standard form. All sponsorship authorizations, regardless of its format, must include the following information in order to be processed:
- 1) Student's name
  - 2) Student ID, Social Security Number, or other identifying information
  - 3) Specific charges or classes the company is willing to pay (e.g., tuition, fees, books, supplies, meal plans, residence hall, etc.)
  - 4) Specific semester covered by the contract
  - 5) Name and signature of authority authorizing the sponsorship
  - 6) Billing address of the company
  - 7) Contact information for questions
- E. *Student Fees* – General term referring to any additional cost and amounts assessed to students as a condition of enrollment in the College and/or as a condition of enrollment in a particular activity, course or program, not including tuition.
- 1) *Course Fees* – Student fees that are assessed for the enrollment in individual courses to defray the unique or extraordinary costs of a specific course.
  - 2) *Mandatory fees* – Student fees assessed College-wide to all students for the provision of over-arching academic, student, or administrative services, and/or infrastructure that supports the delivery of the educational experience. Such fees may include Student Fees, Wellness, Athletics, Technology and Facilities Fees.

## 5.0 PROCEDURES

Sponsor billing procedures for most sponsors may vary slightly, but are conceptually the same. The exception to this statement is found in the procedures for Concurrent and Dual Enrollment sponsorships. These procedures are identified in a separate section.

- A. *Student Responsibilities*
- 1) Student must make sure the Student Accounts/Sponsor Billing office has a sponsorship authorization form on file. Sponsorship authorizations are to be received by the Student Accounts/Sponsor Billing office by the first payment deadline of the semester or at time of registration in order to prevent classes from being dropped.
  - 2) Sponsorship authorization forms must be submitted each semester student is being sponsored.
  - 3) Student shall provide the Sponsor organization/company with the Student Accounts/Sponsor Billing Accounting Technician's correct contact information for mailing an authorization to bill.
  - 4) Student is responsible for and will pay any charges not covered by the Sponsor organization/company by the first payment deadline of the semester to prevent classes from being dropped.
  - 5) Any student whose organization/company fails to pay the authorized charges by the end of the semester will have their conditional credit reversed and will be responsible for the payment of the unpaid charges.
  - 6) Students are encouraged to remain in contact with their organization/company until the terms of the authorization are met.

## B. LCCC Responsibilities

- 1) Upon receipt of a valid sponsorship authorization, the Student Accounts/Sponsor Billing Accounting Technician will:
  - a. Review sponsor requirements to determine student eligibility
  - b. Create a sponsorship in the sponsor billing module of Colleague (if new)
  - c. Input student authorizations into the appropriate sponsorships in Colleague and Excel spreadsheet
  - d. Apply a conditional credit to the student's account
- 2) If sponsor authorizes a book purchase, Student Accounts/Sponsor Billing Accounting Technician will enter the amount authorized into Colleague (BKAC) and will issue a book voucher directly to the student to take to the bookstore.
- 3) Bookstore will load book purchase into their point of sale software which connects to Colleague via third party software, FALink. This process loads the charges into the student's account.
- 4) The Student Accounts/Sponsor Billing Accounting Technician will issue an invoice at the end of the semester to the student's sponsor organization/company.
  - a. When preparing the invoice, the Student Accounts/Sponsor Billing Accounting Technician will ensure that each sponsor is being charged only what was authorized.
  - b. Student Accounts/Sponsor Billing Accounting Technician will review book receipts to make sure tax exempt sponsors were not charged tax. If a student paid for any of the book charges, then only that portion should be charged tax. If tax was incorrectly charged, the bookstore must correct the book receipt before the invoice is processed and sent to the sponsor.
- 5) All payments from sponsors are due net 30 days.
- 6) Upon receipt of the payment from the sponsor, the Account Receivable/Cashier Lead Accounting Technician will post the payment to the sponsors account.
- 7) The Account Receivable/Cashier Lead Accounting Technician produces a monthly aging report from Colleague which identifies sponsors that have past due/outstanding balances. A copy of this report is provided to the Student Accounts/Sponsor Billing Accounting Technician for review.
- 8) The Student Accounts/Sponsor Billing Accounting Technician will follow up with sponsors that have not paid within 30 days from the date of the invoice.
- 9) A financial hold may be placed on students' accounts until the balance is paid in full.
- 10) The Student Accounts/Sponsor Billing Accounting Technician will assist students via telephone, email or in person with sponsorship, account, and book voucher questions.

## C. Concurrent Enrollment

- 1) LCCC Program Assistant for the High School Programs gathers information from participating high schools to determine which concurrent enrollment classes need to be created.
- 2) A request is made by the LCCC Program Assistant for the High School Programs to the Administrative Assistant for the Vice President Academic Affairs to create the appropriate class sections.
- 3) Upon the establishment of each class section, the LCCC Program Assistant for the High School Programs and Student Accounts/Sponsor Billing Accounting Technician are notified.
- 4) Student Accounts/Sponsor Billing Accounting Technician then creates a section sponsorship.
- 5) Again, upon establishment of section sponsorships, LCCC Program Assistant for the High School Programs is notified that classes and sponsorships are set up and ready to register students.

- 6) LCCC Program Assistant for the High School Programs registers students per the authorizations received from each high school.
- 7) At the end of the semester LCCC Program Assistant for the High School Programs finalizes class rosters with each instructor.
- 8) When the class rosters are finalized, LCCC Program Assistant for the High School Programs will inform Student Accounts/Sponsor Billing Accounting Technician that the school districts may be billed for the classes. Statements are generated and delivered along with supporting class rosters to each districts contact for payment.
- 9) As payments from each district are received, Accounts Payable issues a check to reimburse each district for expenses in the amount they were billed from the appropriate budget.

#### D. Dual Enrollment

- 1) The Program Manager of the High School Programs receives dual enrollment paperwork from each high school counselor/representative registering students for courses at LCCC.
- 2) The Program Manager of the High School Programs places a hold into the student's account which identifies the student as a dual enrolled student.
- 3) Student names are sent weekly via email by LCCC Program Assistant for the High School Programs to the Student Accounts/Sponsor Billing Accounting Technician starting at beginning of semester registration.
  - a. Students listed as SELF FUNDED are not part of Dual Enrollment and are not to be added to the sponsorships.
- 4) Student Accounts/Sponsor Billing Accounting Technician will:
  - a. Check the holds to find out which class falls under the dual enrollment program;
  - b. Determine if that class has any course specific fees that apply by reviewing the printed class schedule;
  - c. Enter the students into the appropriate sponsorships;
  - d. Enter fees using the specific dollar amount for that class;
  - e. Enter tuition using the per credit tuition rate as the cap;
    - i. LCCC VP of Instruction sponsorship account is billed for tuition.
    - ii. School district sponsorships are billed only for mandatory student fees and course fees (maximum of one course).
    - iii. Jump Start and home-schooled students pay all fees.
- 5) The Dual Enrollment program pays for any one class up to 5 credits, tuition and all fees.
  - a. If student is in a class worth more than 5 credits, the student is responsible for charges above 5 credits.
  - b. If student drops class originally listed as dual the student can switch to another class. The Student Accounts/Sponsor Billing Accounting Technician must check the number of credits and adjust sponsorships accordingly.
  - c. If the student is attending under the Jump Start portion of the Dual Enrollment program, only the tuition is paid for by the institution. The student is responsible for all fees associated with courses taken, and the grade does not appear on the high school transcript.
- 6) No Book vouchers are issued for Dual Enrollment. School districts will reimburse student after grades are turned in.
- 7) No credits should result from this sponsorship, unless under Jump Start. Student Accounts/Sponsor Billing Accounting Technician should check to see what is creating the resulting credit before sending refund check to student.

- 8) The Student Accounts/Sponsor Billing Accounting Technician prepares an invoice at the end of the semester for each sponsor.
  - a. For the school district invoices, four copies are printed: two are mailed to district billing office, one delivered to the Lead Accounts Receivable Technician in Accounting with closing statement, and one is filed with closing statement and the registration worksheets.
  - b. For the LCCC VP invoice, two copies are printed, each paired with closing statement. One delivered to the Lead Accounts Receivable Technician in Accounting indicating “OK to pay,” the other if filed.


E. Types of Sponsors (non-comprehensive)

- 1) Military
  - a. MYCAA
  - b. GoArmyEd
  - c. WAWF (Navy, Marines, Coast Guard)
  - d. WCCC/OCV & VV
  - e. WYNG
- 2) State, City, Local Government
  - a. State of Wyoming DVR – ALL
  - b. State of Wyoming – Job Assist
  - c. State of Wyoming – WY Quality Counts!
  - d. State of Wyoming – Workforce
  - e. Other States DVR/Workforce
- 3) Educational Institutions
  - a. [High Schools] Concurrent enrollment, Dual enrollment, Jump Start
    - i. *\*\*Procedures for the high school program will be identified separately*
  - b. [Post-secondary] UW programs, WCCC programs
- 4) Private employers or sponsors
  - a. Sierra Trading Post
  - b. Wonderful Wyoming American Legion Boys’ State (Summer Only)
- 5) International sponsors
  - a. Cultural Mission of the Royal Embassy of Saudi Arabia (SACM)

F. Types of non-sponsors (The following would *not* be considered sponsors.)

- 1) Contracts that do not require a billing invoice and require a student to turn in a transcript to receive funds
- 2) Trust funds: letters from executor of estates or bank
- 3) Prepayment plans: 529 accounts for college funds (Exception: APHEC)
- 4) Foreign loans or checks
- 5) Institutional, Foundation and Scholarships
- 6) Individuals (i.e. parents or grandparents)

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REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Accounting Compliance Supervisor Sabrina Lane	3/29/16
Approval by President's Cabinet		3/29/16
Ratified by College Council	Co-chair Chad Marley	5/13/16
Approval by President (Signature)		5/13/16