

Third Party Authorizations

A Third Party Tuition Authorization (TPA) is a written document notifying CGCC that an outside organization or agency (third party) will pay part or all of a student's tuition and fees. In the event the organization/agency does not provide payment for the authorized amount, the balance will be the student's responsibility.

A TPA can be initiated by the following:

- Student – The student can provide an authorization letter from the third party.
- External Organization or Agency – An outside organization or agency can coordinate with Student Financial Services to complete the process.
- Military – A military tuition authorization is submitted by the Veterans Services on behalf of the student.

Third Party Authorization Process:

1. A TPA is received, verified and remaining uncovered balance of tuition/fees is paid by student.
2. Students must submit a FERPA form, giving authorization to the third party agency to access financial information (tuition, financial aid, etc.).
3. Student enrollment (classes) will be protected from being dropped for non-payment.
4. Student Financial Services will complete the transaction that moves the charges from a student's account onto the third party's corporate account. Students can confirm this has occurred by viewing the balances in their student center. Once this has been processed, the Account Statement will have a payment that states "Bill to Agency".
5. An invoice will be submitted to third party from our District Office. Invoices are mailed at the beginning of the month for current terms.

Please Note: A balance may still appear in the "Amount Due" section of the Student Center until processing of the TPA by Student Financial Services is complete. Students will continue to receive communication from CGCC regarding tuition payments due, until the charges are transferred.

Third Party Tuition Authorization Requirements

To set up a Third Party Authorization Agreement, you must submit a complete Authorization document, which includes ALL of the following information:

- Letter must be on official company letterhead.
- Course(s) to be paid or a specific dollar amount limit (remember to include class/lab/registration fees).
- Specific billing requirements (e.g. tuition only, tuition and registration fee only, tuition and all fees).
- First name, last name and student ID number for each student covered.
- Billing priority in the event the student receives other financial assistance (grants, scholarships, or loans).
- Contact person's name and telephone number.
- Original signature from the authorizing party.
- Billing address to invoice the third party.

Submit Authorizations to Student Financial Services:

Third Party Authorizations can be submitted to Student Financial Services via one of the following:

- In-person
- Encrypted Email
- Fax

Contact

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