

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

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| Procedure Title: | Student Fee Deferment for Third-Party Arrangements | <u>Number</u> 313 |
| Related Policy: | Student Fee Deferment – 6Hx20-3.009 | <u>Page</u> Page 1 of 1 |

I. Purpose


To describe the process for deferring fees when the College has a written promise of payment from a business, industry, government unit, nonprofit organization, or civic organization.

II. Procedure

- A. A business, industry, government unit, nonprofit organization, or civic organization submits a request to the Office of Student Financial Services to be approved as a third-party payer.

The Director of Student Financial Services or designee reviews the potential third-party payer for credit worthiness and either denies or approves the request.

- B. The third-party payer submits written authorization for the student(s) to charge fees, books, and/or supplies as specified in the authorization.
- C. The Office of Student Financial Services invoices the third-party payer for payment.
- D. When third parties fail to pay as promised, the student is responsible for paying the fees. If a student fails to pay their fees, restrictions will be placed on their account and the account may also be referred to a collection agency.
- E. Any account determined to be uncollectible will be reported to the Vice President, Business Affairs. ~~When third parties fail to pay as promised, the student is responsible for paying the fees.~~

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| Responsible Official: | Vice President, Business Affairs |
| President's Signature: | Date: 10/02/2025  |