

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Student Fee Deferment for Underwriters	<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 Cashier's Office to be approved as an underwriter.
- B. The Bursar, or his or her designee, approves the request.
- C. The underwriter submits written authorization for student(s) to charge fees, books, and/or supplies as specified in the authorization.
- D. The Cashier's Office invoices the underwriter for payment.
- E. Any account determined to be uncollectible will be reported to the Vice President, Business Affairs.

Responsible Official:	Vice President, Business Affairs
President's Signature:	Date: 02/21/2017
	