

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

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.

Responsible Official: Vice President, Business Affairs

President's Signature:

Date: 10/02/2025

