

ADMINISTRATIVE PROCEDURE MANUAL		
SECTION TITLE	NUMBER	PAGE
BILLINGS FOR AGENCY-SPONSORED COURSES	04-1201	1 OF 1
BASED ON BOARD OF TRUSTEES' RULE AND TITLE		DATE REVISED
6Hx7-10.9 Deferred Payment Status		February 28, 2024

Purpose

The purpose of this procedure is to describe the process required to process bills to sponsors and agencies for courses involving tuition, fees, books and/or supplies.

Procedure

- A. Various sponsors and agencies agree in writing to pay for a student's tuition, fees, books and/or supplies. These agreements take the form of letters, formal contracts and/or authorization documents which stipulate the educational expenses the agency or sponsor will pay.
- B. Sponsor/agency written agreements (verbal agreements are unacceptable) will be routed to the respective Student Financial Services Office for recording the sponsor award so the student may enroll on an accounts receivable rather than on a cash basis.
- C. The Student Financial Services Office will forward all college credit agreements to the Financial Services Department.
- D. The Financial Services Department will ensure the charges have been properly recorded and bill the sponsor or agent. If sponsors or agents refuse to pay the student charges, the affected students will be liable for the charges and will be billed by the Financial Services Department for the amount of the charges.

REFERENCES: F.S. 1001.64, 1001.65, SBE Rule 6A-14.054

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