

Sponsor Billing Policy	Policy Number	4.12
	Effective Date	June 8, 2016

1.0 POLICY & PURPOSE

The Board of Trustees of Laramie County Community College (LCCC) recognizes the College serves a diversity of students, and they desire to make access to higher education affordable for all. At times, students accomplish this by utilizing programs and services offered through other organizations who “sponsor” some or all of the student’s educational costs. These sponsors may include a company or agency, such as the government, a private company, the military, or an educational institution, that takes responsibility for all or partial payment of tuition, fees, books, etc.

The Board expects the College to establish the appropriate Administrative Procedures, facilitated by effective practices and personnel to facilitate the billing of sponsor programs on behalf of students. The Board recognizes that sponsor billing is a unique process requiring authorization and/or payment agreements between the student, LCCC, and the student's sponsor.

Therefore, the purpose of this policy is to direct the President to establish the appropriate Administrative Procedures to facilitate sponsor billing that meet the Board’s policy intentions.



Sponsorships are subject to the same federal reporting requirements as other financial aid.

2.0 REVISION HISTORY

Adopted on: 6/8/16 (Replaces Policy #5580)

3.0 PERSONS AFFECTED

Persons and departments affected shall be eligible credit students, Accounting Services/Student Accounts, Financial Aid, and Advising.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Accounting Compliance Supervisor Sabrina Lane	3/29/16
Ratified by College Council	Co-chair Chad Marley	5/13/16
Recommended by President (Signature)		5/13/16
Approval by Trustees (Signature)		6/8/16