



Dear Third Party Sponsor:

As a courtesy to our students, Moraine Park Technical College (MPTC) will invoice outside organizations (sponsors) for charges on the student's account in accordance with the fees the sponsor has agreed to pay. This process is called Third Party Contract (TPC) invoicing. A completed Third Party Contract Application form must be submitted by **August 9 for Fall, January 10 for Spring, and May 24 for Summer** to be considered for the TPC invoicing process. Adhering to these dates will insure that your sponsored student will not be dropped for non-payment. We must have a Third Party Contract Application on file for each student before the award can be processed. A Third Party Contract Application form must be submitted for each academic year. **MPTC does not accept Third Party Contract Applications after payment has been made. Students will have to request reimbursement directly from sponsors.**

The Family Educational Rights and Privacy Act of 1974 (FERPA) prohibits MPTC from releasing personally identifiable information regarding enrollment without express written consent from the student. The MPTC Third Party Privacy Disclosure/ Terms and Conditions form must be completed by the student and sponsor before MPTC will bill the student's sponsoring agency. This consent form will allow MPTC to provide limited information to the sponsoring agency. **Please note** that this consent form does not authorize the release of grade reports or transcripts.

The **Third Party Contract Application** must be signed and dated by an authorized individual at the agency. We ask that the agency/sponsor NOT use the student's bill for payment, but rely solely on the invoice sent by MPTC Business Office in order to assure the accuracy of payment. We also ask that the agency/sponsor pay the total amount on the invoice upon receipt in order to avoid putting the student's registration at risk. If payment is not received from the sponsoring agency by the due date of the invoice, MPTC will charge the outstanding tuition and fees to the student's account and payment will be due immediately.

Moraine Park values continuous improvement and effective and efficient use of resources ensuring student success. Thank you for your cooperation.

Sincerely,

A handwritten signature in black ink that reads 'Kimberly Hess'.

Kimberly Hess
Accounts Receivable Specialist
khess2@morainepark.edu
(920) 924-3238



Third Party Contract Application

Telephone: 920.924.3238

Fax: 920-924-3492

Email: sfs@morainepark.edu

235 N. National Ave
PO Box 1940
Fond du Lac, WI 54936-1940

Instructions for Third Party Contract Invoicing

Moraine Park Technical College (MPTC) will invoice outside organizations (sponsors) for charges on the student's account according to which fees the sponsor agrees to pay. This process is called Third Party Contract (TPC) invoicing. To be considered for the TPC invoicing process, **submit your completed application form by August 9 for Fall, January 10 for Spring, and May 24 for Summer** including the signatures of both the sponsor and the student(s). A third party contract application form must be submitted for each academic year.

Sponsor's Billing and Contact Information

Organization Name: Org ID:

Billing Address:

City / State, Postal Code, Country:

Tax ID #:

Contact Person:

Phone #: Fax #:

Contact's Email:

Student Information

Student Last Name: Student ID:

Student First Name: MI:

Social Security Number XXX-XX- Birthdate:

Check the term for which your organization will sponsor this student in the 2021-2022 Academic year.

Summer 2021 (202210) Fall 2021 (202220) Spring 2022 (202230)

Costs Paid by Sponsor

Maximum Tuition \$ Maximum Books \$

Other Instructions: (App Fees, Grad Fees, Testing Fees, please specify)

Privacy Disclosure for the Student

Moraine Park Technical College (MPTC) is prohibited by the Federal Family Educational Rights and Privacy Act (FERPA) from releasing class names, descriptions, transcripts, grades, financial aid information, or information about other charges without the express, written consent of the student. The student is responsible for providing this information to the sponsoring organization if it is required. By signing below, the student is authorizing MPTC to release necessary financial information to his/her sponsor for the purposes of sponsor invoicing. This may include electronic transmission methods (email, fax, etc.), if requested.

Terms and Conditions

Upon acceptance of this agreement and pending receipt of the sponsor's payment, a temporary credit will be applied to the student's account. MPTC will send the sponsor an invoice for any unpaid tuition subsequent to the enrollment Census Date (add/drop deadline). The College will only invoice for those charges not covered by other funding sources (grants, scholarships, etc.). If this policy conflicts with your policy, please attach a letter of explanation. The sponsor assumes full liability for all tuition and fee charges of the individual(s) identified by the sponsor under this agreement and agrees to pay these charges within 30 days of receiving an invoice. The sponsor will not be liable for tuition for courses dropped prior to the enrollment Census Date (add/drop deadline), but will be responsible for the tuition of any course under this agreement that is dropped after said deadline. Attendance or satisfactory completion of a service (course, test, etc.) will not be considered a condition of payment. If the sponsor payment is not received by the date due on the invoice, the temporary credit applied to the student's account may be removed. Whereby, the student becomes responsible for payment in accordance with MPTC policy. Unpaid balances may cause the student's account to become delinquent and to be placed on hold prohibiting future enrollment, release of transcripts and diplomas and access to other College services. If the account is referred to an outside collection agency, the student will be responsible for any collection costs chargeable by law. MPTC reserves the right to refuse any third party contract application if it is not in the best interest of the College.

By signing below, the student and sponsor agree to the privacy disclosure for the student and terms and conditions in this application.

Authorizing Company Official:

Name (Please print / type):

Signature: _____

Date:

Student:

Student ID:

Name (Please print / type):

Signature: _____

Date:

* Please print the form and obtain signature(s). This form will not be processed if both the student and sponsor signatures are not included.

* Mail, fax or scan & email the completed and signed form to: Moraine Park Technical College
Student Financial Services
PO Box 1940. Fond du Lac, WI 54936-1940
Fax: 920-924-3492
Email: sfs@morainepark.edu

Payment Methods

Third Party Contract invoicing payments can be made by check, cashier's check, money order or credit card. **To ensure proper credit, provide the TPC Invoice number and the student's MPTC ID number with your payment.**

By Credit Card Online- Email sfs@morainepark.edu

By Mail - Please remit to: **Moraine Park Technical College**
Student Financial Services
235 N. National Ave
PO Box 1940
Fond du Lac, WI 54936-1940