



Dear Sponsor:

Listed below are links and informational material for individual companies or agencies that sponsor students at Cuyahoga Community College.

- Third Party Authorization Form
- Cuyahoga Community College, Student Accounting – Education Record Release Form
- Sponsored Student's Responsibilities
- [Academic Calendar](#)
- [Cuyahoga County Tuition and Fee Schedule](#)
- [Cuyahoga Community College – Supplemental Fees](#)

Barnes & Noble Booksellers manages Cuyahoga Community College's bookstores. Please send your book authorizations directly to the one of the following Barnes & Noble's campus bookstores. If you have any questions or concerns, please contact the Barnes & Noble's campus bookstores.

<b>Barnes &amp; Noble Bookstore Eastern Campus</b> Cuyahoga Community College 4250 Richmond Road. Highland Hills, OH 44122 Phone: (216) 987-2070 Fax: (216) 987-2305	<b>Barnes &amp; Noble Bookstore Metropolitan Campus</b> Cuyahoga Community College 2900 Community College Ave. Cleveland, OH 44115 Phone: (216) 987-4550 Fax: (216) 987-4201	<b>Barnes &amp; Noble Bookstore Western Campus</b> Cuyahoga Community College 11000 Pleasant Valley Road Parma, OH 44130 Phone: (216) 987-5550 Fax: (216) 987-5067
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Cuyahoga Community College will continue to bill for Tuition and Fees. All Tuition authorizations should be mailed or faxed to the college contact on the authorization form.

If the Company/Agency issues purchase orders/vouchers/LOI to Cuyahoga Community College, the Third Party Authorization form must be included with the purchase order/voucher/LOI unless the purchase order/voucher/LOI already includes the following information:

#### **Student Information**

- Full Legal Name
- CCC Student Number
- Period of Authorization - i.e. (Summer 20xx Semester)
- Type of Sponsorship and Amount
  - Tuition Only
  - Tuition and Books
  - Tuition, Books and Supplies
  - Books Only

#### **Sponsor Information**

- Name of Sponsor
- Address
- Billing Address and/or Billing Information
- Contact Person
- Telephone Number
- Email address
- **Federal Identification Number (Required). Please submit a W-9 if one has not already been submitted.**

In addition, by issuing a purchase order or voucher to Cuyahoga Community College, the Company/Agency agrees to the following terms and conditions unless the purchase order/voucher/LOI explicitly states otherwise:

- Pay invoice within 45 days from date of invoice.
- All College registration and refund policies apply to the purchase order/voucher issued.
- Sponsor is responsible for the student's tuition, fees and books that were authorized regardless of the status of employment.
- Sponsor is responsible for any charges for courses started but not completed (i.e. courses withdrawn from during the semester) or grade(s) received.
- Sponsor is responsible for all charges regardless of grade(s) received.
- If student grades are required, the sponsor must send a copy of a release form, signed by the sponsored student that authorizes the College to release grades directly to the sponsor.
- No student account, financial aid, or academic information will be released without an electronic FERPA Waiver authorizing the College to release such information to the Company/Agency.
- The College will apply any Federal or State Financial Aid (i.e. PELL, SEOG, OCOG) to the students account prior to billing the Company/Agency. Payment from the Company/Agency will be applied before any institutional or outside scholarships. If this policy conflicts with your Company/Agency policy, please attach a letter of explanation detailing how to apply Company/Agency funds.
- Sponsors will be charged at the tuition rate that is applicable to the students' residency status.

**All unpaid sponsor balances will be remitted to the Ohio Attorney General's office for collection efforts.**

**To ensure that a student's classes are not dropped, authorizations must be submitted prior to the payment deadlines as listed in the Academic Calendar.**

If you have any further questions or additional information is required, please contact one of the following individuals:

**Blerina Merlika, Student Accounting - (Americorp, VA, US Military Branches, Workforce) - (216) 987-4731**  
**Debbie Peterson, Student Accounting - (Non-Institutional Scholarships, and BVL) – (216) 987-4733**  
**Geetha Singaram, Student Accounting - (CCP) – (216) 987-4846**  
**Taylor Wheeler - (Trades, Health Care, and Safety Forces, Corporate Employees, UAW-Ford, Contract Training) – (216) 987-4551**

Thank you for allowing Cuyahoga Community College to serve your education needs!



# Cuyahoga Community College Third Party Authorization Form

Please circle the correct office and return at time of registration.

Student Accounting  
2500 East 22<sup>nd</sup> Street  
Cleveland, OH 44115  
Fax: (216) 987-4724  
Attn: Sponsor Accountant

UTC- Workforce Training  
2415 Woodland Avenue  
Cleveland, Ohio 44115  
Ph: (216) 987-3075  
Fax: (216) 987-3210  
Attn: Customer Service Specialist

Corporate College  
4400 Richmond Road  
Warrensville Heights, OH 44125  
Fax: (216) 987-5514  
Attn: Client Liaison

Public Safety Training Center  
7029 Homewood Avenue  
Parma Heights, OH 44130  
Fax: (216) 987-5468  
Attn: Program Assistant

Company/Agency Name \_\_\_\_\_

Billing Address/Email \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_

Company Federal Tax ID (please provide W-9) \_\_\_\_\_ Company/Agency PO# \_\_\_\_\_

Please check the term:     Non Credit                       Fall 20\_\_\_\_                       Spring 20\_\_\_\_                       Summer 20\_\_\_\_

Please list the students that the Company/Agency is sponsoring for the term selected above and the maximum amount of charges to be billed. If the Company/Agency is paying a % of costs, please indicate the % to be billed to the Company/Agency. If additional space is needed, please attach a list of students on Company/Agency letterhead.

Student ID	Student Name	Course	CRN*	Authorized Tuitions Amount	Authorized Materials and Fees
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**Total No. Students** \_\_\_\_\_ **Total Authorized Amount \$** \_\_\_\_\_

\*if no CRN restriction put "all".

### Terms and Conditions

- Pay invoice within 45 days from date of invoice.
- Authorized signature must differ from the sponsor student.
- All College registration and refund policies apply to this contract.
- Sponsor is responsible for the student's tuition, fees and books that were authorized regardless of the status of employment.
- Sponsor is responsible for any charges for courses started but not completed (i.e. courses withdrawn from during the semester) or grade(s) received.
- Sponsor is responsible for all charges regardless of grade(s) received.
- If student grades are required, the sponsor must send a copy of a release form, signed by the sponsored student that authorizes the College to release grades directly to the sponsor.
- No student account, financial aid, or academic information will be released without a signed FERPA Waiver authorizing the College to release such information to the Company/Agency.
- The College will apply any Federal or State Financial Aid (i.e. PELL, SEOG, OCOG) to the students account prior to billing the Company/Agency. Payment from the Company/Agency will be applied before any institutional or outside scholarships. If this policy conflicts with your Company/Agency policy, please attach a letter of explanation detailing how to apply Company/Agency funds.
- Sponsors will be charged at the tuition rate that is applicable to the students' residency status.
- Any authorization accepted in lieu of this form, PO/Voucher/LOI, the sponsor must provide all required above information and agree to the terms and conditions on this form.
- **All unpaid sponsor balances will be remitted to the Ohio Attorney General's office for collection efforts.**

**The Company/Agency hereby agrees to the terms and conditions as stated above.**

Company/Agency Authorizing Name (if different from above) \_\_\_\_\_

Company/Agency Authorizing Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_



# INSTRUCTIONS FOR ELECTRONIC FERPA CONSENT FORM

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The Family Educational Rights and Privacy Act (FERPA) of 1974 release is now available in electronic format only. The student must 1<sup>st</sup> log into their [My Tri-C Space](#), and then complete the following steps:

1. Find the "Student" tab.
2. Scroll down to the "Academic Records" section on the right.
3. Click the "FERPA Request" link. This will take the student to the electronic consent form.
4. Fill in the required fields for each party the student wishes to authorize Tri-C to release information to.
5. Click "Submit" and your authorization list will be updated.



### SPONSORED STUDENT'S RESPONSIBILITIES

- **Register for classes** - In person at the Enrollment Center or online through your My Tri-C Space at [my.tri-c.edu](http://my.tri-c.edu). Find the *Registration tab and Course Search button*, then search for your classes and register.
- **Payment for classes** - Payment for tuition and fees will be done automatically by the College if the sponsor has mailed, emailed, faxed or hand delivered an authorization for the student prior to registration authorizing all tuition and fees.
- **Book Authorization** – Barnes & Noble Booksellers will be billing your agency/company directly. Therefore, please have your book authorization mailed, emailed, faxed or hand delivered to our Barnes & Noble's campus bookstore.
- **Students who are hand carrying their authorization or owe a balance** should go to the Campus Enrollment Center to settle their account. The Campus Enrollment Center will collect the authorization and any amount due. Also, payment can be made online in your [My Tri-C Space](#). Find the *Paying For College tab to view your balance, then click Pay Online*.
- **Adding classes** - In person at the Enrollment Center or online through your [My Tri-C Space](#). Find the *Registration tab and Course Search button*, then search for your classes and register. If you are adding classes which are not covered by your authorization, please pay this amount prior to the payment deadline or at the time of registration.
- **Dropping classes** - Please note that this is the student's responsibility. Dropping a course can be done in person at the Enrollment Center or online in your [My Tri-C Space](#). Find the *Add/Drop button* and select the term, then find your course and select "Web Drop Class" and submit.
- **If charges exceed the authorized amount, the student is responsible** to pay the additional amount or obtain additional authorization (supplemental or corrected authorization). **Failure to pay balance owed will result in the student being dropped from all classes.**
- **Notify the sponsor** of any additional aid (State Grants, Federal Grants, Loans, Institutional Grants or Award and Institutional Fee Waivers) received and/or may receive. The sponsor will indicate on the authorization if the additional aid has priority in paying for tuition and fees.