

STUDENT SPONSORSHIPS

Hartnell College will accept sponsorship agreements from businesses, government, agencies, organizations, and employers desiring to sponsor students at Hartnell. The student is responsible for a balance owed if the sponsor does not remit full payment on the payment due date to avoid being dropped from the class. A Sponsor Direct Billing Authorization from the sponsor is required at the time of registration. This authorization must not be contingent upon the student receiving a specific grade or upon a financial need status.

What are the Sponsor's Responsibilities?

Obtain and execute a Sponsorship Agreement from the Business Office.

Provide a Sponsor Direct Billing Authorization, to the sponsored student with the following information:

Student's name and College ID number (if returning student)

Description of covered charges, which may include fees as required by the California State Board and the Board of Trustees of Hartnell College such as, course fees, activity fee, etc.

Sponsor's billing address

Sponsor contact person information including name, telephone number, and email address

Sponsor should only make payment from the College invoice, not the student's bill.

Sponsor shall mail payment to the provided address. Payment is due in full upon receipt of invoice notice, on or before the scheduled payment due date. Must obtain the payment deadline dates from the student.

Sponsor will pay all enrollment adjustments on a student's account for the term authorized, when applicable.

If the sponsored student is an employee of the sponsor and is terminated during the term, the sponsor will pay as agreed and invoiced.

What are the College's Responsibilities for Sponsored Students?

The Business Office will be responsible for the management of the Third Party Sponsorship Agreement and will maintain copies of the fully executed agreement on file.

The Business Office will set up the Third Party Sponsor in the student system.

The VP of Administrative Services or Controller will review and approve the Sponsor Direct Billing Authorization. A copy of this form will be provided to the Financial Aid Office.

The Cashier will only give the student a third party deferment based on a fully approved Sponsor Direct Billing authorization.

The Cashier will invoice the sponsor for the authorized charges. The invoice will state the student's name and the total allowable charges.

Any refund resulting from an adjustment to the student's account after sponsor payment will be returned to the sponsor.

II. INTERNAL SPONSORSHIP

Submission of an authorization form is required each term/semester

The Cashier will process deferred third party billing of fees and other charges to the Foundation and grants based on the Sponsor Direct Billing Authorization presented at the time of registration. The billing is processed on a per term/semester basis.

What are the Foundation and Grants Responsibilities?

Provide the Business Office with a notice of renewal to continue the Sponsorship if already in existence, if new, complete the Sponsorship agreement.

Provide a Sponsor Direct Billing Authorization, to the sponsored student with the following information:

- Student's name and College ID number

- Description of covered charges, which may include fees as required by the California State Board and the Board of Trustees of Hartnell College such as, course fees, activity fee, etc.

- Sponsor's billing address

- Sponsor contact person information including name, telephone number, and email address

If sponsoring a cohort of students, provide a listing of the identified students with the information described above. Such listing should have the approval of the VP of Administrative Services or Controller.

Sponsor will pay all enrollment adjustments on a student's account for the term authorized, when applicable.

If the sponsored student is an employee of the sponsor and is terminated during the term, the sponsor will pay as agreed and invoiced.

The sponsor will work with the Dean of Curriculum & Instructional Support in order to schedule the sponsored class.

What are the College's Responsibilities for Sponsored Students?

The Business Office will be responsible for the management of the Third Party Sponsorship Agreement and will maintain copies of the fully executed agreement on file.

The Business Office will set up the Third Party Sponsor in the student system.

The VP of Administrative Services or Controller will review and approve the Sponsor Direct Billing Authorization or the list of students (if sponsorship is for a cohort). A copy of this form will be provided to the Financial Aid Office.

The Cashier will only give the student a third party deferment based on a fully approved Sponsor Direct Billing authorization or approved student list.

The Cashier will invoice the sponsor for the authorized charges. The invoice will state the student's name and the total allowable charges.

Any refund resulting from an adjustment to the student's account after sponsor payment will be returned to the sponsor.

The Dean of Curriculum & Instructional Support will coordinate with the Business Office to ensure that billing has been arranged for requested sponsored sections.