



THIRD PARTY PAYMENT AGREEMENT

COMPLETED BY STUDENT:

Printed Student Name (last, first): _____ Student ID#: _____

Address: _____
(street and apartment no.) (city) (state) (zip)

Work/Home Phone: _____ Cell Phone: _____ Email: _____

I agree to pay all tuition, fees, and other charges on my student account per the terms of the RRCC Student Agreement, whether signed electronically when I registered or with my ink signature. **I agree to sign the RRCC Student Agreement for each term registered, before I submit this form.** If for any reason my Company or Third Party does not pay the invoiced charges, I agree to pay the outstanding balance on my student account. I understand I may be subject to collection efforts until the balance is paid in full. I agree to pay any additional collection charges up to 40% of the original past due balance. I understand I will not receive a transcript and may not graduate until my balance is paid in full. I understand my debt is not dischargeable in bankruptcy filing. In accordance with The Family Educational Rights and Privacy Act of 1974 (FERPA), I also give Red Rock Community College permission to release my educational records, including detailed financial charges on my student account and my class schedule information, to the Third Party so they may pay tuition, fees, and other charges on my student account on my behalf.

Student Signature Date: _____

COMPLETED BY THIRD PARTY:

Company/Third Party Payor Name: _____ TIN: _____

Address: _____
(street) (city) (state) (zip)

Phone: _____ Email: _____

Course Coverage Information: See attached Voucher (or complete the information below):

Choose Coverage Period: Fall Semester Spring Semester Summer Semester

Choose Coverage Type(s): Tuition Mandatory Fees Coverage Amount: \$ _____ or _____ %

Course Information (if needed) - Ex. MAT101: _____

Company/Third Party is first payer Company/Third Party is last payer

Refunds go to the student Refunds go back to the Company/Third Party

As a legally authorized signer of the Company/Third Party, I agree:

- To accept standard invoicing from RRCC for all covered charges.
- To make payment immediately upon receipt of RRCC's invoice.
- Payment is not contingent on the student's academic performance or class attendance.
- RRCC reserves the right to cancel this agreement at any time.
- If the Company/Third Party Payor does not pay the invoiced charges before the end of each term of attendance, the STUDENT WILL BE RESPONSIBLE FOR ALL CHARGES.

Printed Name of Person Legally Authorized to Sign for Company/Third Party Payor Date: _____

Signature of Person Legally Authorized to Sign Company/Third Party Payor

Red Rocks Community College and the Barnes and Noble Bookstore are separate entities.

To receive a third party billing from the bookstore, please submit a promissory letter/billing authorization to:

RRCC Barnes & Noble
13300 West Sixth Avenue Box 13
Lakewood CO, 80228.

Questions about bookstore purchases? Contact Barnes & Noble Bookstore: 303-914-6520.

INSTRUCTIONS

When to use this form:

This form is required when you want Red Rocks Community College (RRCC) to bill your Company or another Third Party for the tuition, fees, and other charges on your student account. This form is used when your Company or another Third Party agrees to be responsible for your student account charges, ***regardless of whether or not you earn a particular grade*** or whether or not you attend classes. RRCC will **not** accept this form from a Company or Third Party Payor who requires you to earn a particular grade in class before they will pay your tuition, fees, and other charges. In that situation, you must pay for your class first and request reimbursement from your Company or Third Party Payor directly. In order to submit this form, you must first sign and agree to all the terms of the RRCC Student Agreement for **each term registered**. The RRCC Student Agreement may be found at www.rrcc.edu.

How to submit this form:

Please submit completed form to rrcc.billing@rrcc.edu or to:

RRCC Cashier's Office
13300 West 6th Ave. Box 2
Lakewood, CO 80228-1255

How often to submit this form:

A fully completed and signed Third Party Payment Agreement must be **received** by the Cashier's Office **before** the beginning of *every term* the student attends RRCC, or whenever there is a change in student eligibility.

This form **must** be signed by the student and Third Party Payor even if a company voucher is used.
