

## Procedure 3.2536

### College Expenses Paid by Outside Agencies Procedure

Students who will have their expenses paid by a private individual, company, club, state agency, etc., must provide the Business Office with a letter of authorization prior to registration. Until the Business Office has this authorization in writing, the student will not be allowed to charge his/her fees.

The authorization should contain the following:

1. Name and address of the sponsor,
2. Person to contact,
3. Name of the recipient,
4. Period of time covered,
5. Names of students and what is covered by the authorization (tuition, activity fee, books, graduation fee, uniforms, malpractice insurance, etc.), and
6. Method by which payment will be made to the College.

If the sponsor makes payment directly to the recipient, the Business Office does not need a letter of authorization.

### References

**Legal References:** *Enter legal references here*

**SACSCOC References:** *Enter SACSCOC references here*

**Cross References:** [Academic Support Services Policy](#)

### History

**Senior Staff Review/Approval Dates:** 11/6/13

**Board of Trustees Review/Approval Dates:** *Enter date(s) here*

**Implementation Dates:** *Enter date(s) here*