Third Party Information

Student Responsibilities

1. Provide complete account information to funding agency including cost of tuition and fees and potential textbook costs.
2. Sign the Student Release of the Authorization for Payment and submit to NHCC.
3. Ensure Authorization for Payment is received by the Accounting and Fees Office before to the payment deadline date. Pay any charges not covered by the third party by the payment deadline date.

Agency Responsibilities

1. Upon approval and completion of form (including all signatures), submit completed authorization to the Accounting & Fees Office (Third Party Billing Coordinator) before the payment deadline date.
2. Make payment in full upon receipt of invoice.
3. If the student is an employee of the funding agency and terminated during the semester, the funding agency is required pay as agreed and invoiced, and seek reimbursement directly from the student.
4. If the student reduces his/her enrollment after the 100% add/drop period, the agency is required to pay as agreed and invoiced, and seek reimbursement directly from the student.

College Responsibilities

1. Apply the funds to the student's account as authorized.
2. Bill the funding agency after the terms add/drop period.
3. Return any refund resulting from a registration adjustment to the funding agency.

Payment Guidelines

- Payments are due within 30 days of the invoice date.
- Please include invoice number and student name with payment.
- Payment may be made by:
- Credit Card – By phone at (763) 424-0895
- Check – Submit payment to:

  North Hennepin Community College
  Accounting & Fees (ES 41)
  7411 Eighty-fifth Ave N
  Brooklyn Park, MN 55455

  Fax: (763) 493-0566 Phone: (763) 424-0895

Billing

Third Party invoices for tuition and fees are prepared after the add/drop period for the term in order to limit charges that might impact the amount due for tuition, fee and book charges. Invoices are sent directly to the funding agency or organization either by fax, email or U.S. Postal Service.

Authorization Amount

The funding agency may indicate funding will cover 100% of the student charges, or may indicate a specific dollar amount. The College invoices the funding agency for actual charges on the student's account up to the amount specified on the student's authorization. Verbal changes to authorization are not accepted. Changes require submission of a new authorization for the amount not covered by the original authorization. The College does not notify the student or agency if the authorized amount is insufficient to cover all charges. Students should check their account balance online for any outstanding amount due.

It is the funding agency or organization's responsibility to indicate on the Authorization for Payment form whether agency funding is to be applied before or after financial aid (e.g. Pell Grant, MN State Grant, etc.). If the Authorization for Payment does not indicate how funding is to be applied, the College will first apply agency funding, and then remaining funding to the student's account.

Disallowed Charges

The agency agrees to pay NHCC as invoiced and seek reimbursement directly from the student for disallowed charges resulting from dropped courses, early withdrawal, or insufficient grades.

Exclusions

Authorizations must clearly state exclusions if all registration charges are not eligible for payment. The agency cannot deny payment of a charge that was not specified as an exclusion in the authorization. Students are responsible for knowing what items are covered by their funding authorizations. Any amount not paid by the agency is the student's responsibility.

Period of Authorization

If the authorization for payment does not indicate a specific term or expiration date, the effective period will be the current term. The college does not notify the student or agency when authorizations for payment expire at the end of the term or effective date. It is the student's responsibility to ensure that appropriate paperwork is received by the Third Party Billing Coordinator by the appropriate deadlines each term.

Collections

Agencies are expected to contact the Third Party Billing Coordinator with any questions regarding invoices immediately upon receipt.

If the College is unable to collect from the funding agency within a reasonable amount of time, the student becomes responsible for payment. The student is notified by U.S. Postal Service or email when the funding agency has been mailed a final demand for payment.

North Hennepin Community College (NHCC) is a member of the Minnesota State Colleges and Universities (MnSCU). As such, the College is required to refer unpaid balances to the MN Department of Revenue (MN Statute, Section 16D.11).