Hennepin Technical College Third Party Authorization for Payment

Hennepin Technical College

Hennepin Technical College
Attn: Third Party Billing/Department of Finance
9000 Brooklyn Boulevard, Brooklyn Park, MN 55445-2320
thirdparty@hennepintech.edu
Phone (763) 488-2532

1. Student Information

Student Name: _____ Student ID Number: _____

2. Funding Organization / Agency Information

Customer ID Number (found on upper left hand corner of invoice): _____

Organization: _____

Contact Name: _____

Billing Address: _____

City, State, Zip: _____

Phone Number: _____ E-Mail: _____

Sales Tax Exemption #: _____ (If applicable) Federal ID #: _____ (If applicable)

Authorized Signature: _____ Date: _____

3. Funding Information

- **Should student financial aid / scholarships be applied PRIOR to your agency funding?**

  YES ☐ **NO** ☐

- **Term covered by funding:**

_____

- **Funding expiration date:**

_____

If authorizing 100%, please check appropriate box:		Or	Specify dollar amount below:
Tuition & Fees	☐		**$** _____
Required Books / Materials	☐		**$** _____
School Supplies	☐		**$** _____
Application Fee	☐		**$** _____
Continuing Education	☐		**$** _____
Other:_____	☐		**$** _____

4. Student Release

I, the undersigned, hereby authorize Hennepin Technical College to disclose any necessary educational data/information related to receiving funding from the above agency/organization. I understand that the records information related to receiving funding may contain data that is classified as private under the Minnesota Data Practices Act, Chapter 13 and/or the Federal Family Education Rights and Privacy Act. I understand by signing the *Informed Consent Form* that I am authorizing Hennepin Technical College to release or receive information that would otherwise be private and not accessible to them. I understand that without my consent, such information could not be released. This consent expires upon completion of agency funding, or after one year, whichever comes first. I am giving this consent freely and voluntarily, and I understand the consequences of giving my consent.

Student Signature: _____ **Date:** _____

DATA PRIVACY NOTICE: Hennepin Technical College is asking you to provide information that includes private and/or confidential information under state and federal law. The College is asking for this information in order to process your third party funding.

You are not legally required to provide the information the College is requesting; however, the College will not be able to process your funding. With some exceptions, unless you consent to further release of private information, access to this information will be limited to business office officials. Under certain circumstances, federal and state laws authorize release of private information without your consent:

- to federal, state and local officials for purposes of program compliance, audit or evaluation;
- to your parents, if your parents claim you as a dependent student for tax purposes;
- if the information is sought with a subpoena, court order, or otherwise permitted by other state or federal law, and
- to an organization engaged in educational research or accrediting agency.

Hennepin Technical College abides by the provision of Title IX and other federal and state laws forbidding discrimination on the bases of sex, race, color, national origin or disability and all other state and federal laws regarding equal opportunity.

Hennepin Technical College℠

Third Party Billing

Please read the following then sign and date at the bottom acknowledging that you have read the following statement and understand Hennepin Technical College's Third Party Billing policy. A signed copy of this notice must be returned before Hennepin Technical College will invoice your Third Party Payer for tuition and other authorized charges.

I, _____, understand Hennepin Technical College's policy for Third Party Billing. If my Third Party Payer does not pay within 90 days of the original invoice sent to them by Hennepin Technical College, I will be responsible for full payment of charges. Students are ultimately responsible for all tuition, fees and book costs. Students should check with their Third Party Payer throughout the semester to verify payment and/or payments to be made. Students are also responsible for providing the correct information including initial class schedules, tuition statements, and book costs to their Third Party Payer. Hennepin Technical College will send an initial invoice after Financial Aid applies and thereafter will send an invoice every 30 days regarding tuition and related expenses to be paid by your Third Party Payer. If payment is not received within 90 days of the original invoice, the student will then be invoiced.

Your signature provided below will allow Hennepin Technical College to invoice your Third Party Payer. This signed policy will remain in effect for the time the student attends Hennepin Technical College.

Student Signature: _____ Date: _____