

3rd Party Authorization Form

(Attach Completed original PDF form to official Organization email - DO NOT PRINT and SCAN)

To: Mt Hood Community College
 ATTN: Accounts Receivable
 26000 SE Stark St
 Gresham, OR 97030

3rd Party Billing

Phone: 503-491-6070

Email: AccountsReivable@mhcc.edu

Term(s) Authorized:

Term / Year to Term / Year

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Bookstore Voucher Authorizes <i>(choose 1 option)</i>	
<input type="checkbox"/>	Any Purchase
<input type="checkbox"/>	Course Required Items ONLY
<input type="checkbox"/>	Required & Recommended Items

Authorization will still pay indicated amounts if student receives FIN AID Grant Funds <i>(choose 1 option)</i>	
<input type="checkbox"/>	YES
<input type="checkbox"/>	NO

Is this authorizing organization Tax Exempt?

YES

NO

Bookstore Authorization also pays for:		
	YES	NO
Sales Tax		
Shipping		

Last Name	First Name	Student ID	Tuition & Fees	Bookstore

BILLING INSTRUCTIONS:

Mail Invoice	E-Mail Invoice
Billing Address:	E-Mail Address:
Contact Person	
Name:	
Phone Number:	

I authorize Mt Hood Community College to apply this voucher to the students listed above for the amount indicated. I understand it is my responsibility to hold the students accountable and that my agency is liable for payment to MHCC for the full amount authorized. I also understand that a \$5 per student 3rd Party processing fee will be charged per term. I understand that ultimately the student is responsible for payment of all unpaid charges, including late fees and 3rd Party service fees. I understand that any bookstore purchases made against this voucher will become the sole property of the student that made the purchase. However, any refunds on bookstore purchases will be returned to the agency who authorized and paid the purchase.

Authorized Signature (electronic signature)

Authorized Name (typed)

Title

Date:

DISCLOSURES:

MHCC will not accept authorization if payment is contingent upon successful completion of classes. Any incomplete authorization forms will be returned to the agency and result in a delay in processing. Non-compliance with MHCC's 3rd Party billing requirements may result in the cancellation of billing services. Unpaid 3rd Party invoices will be released to the student's account 45 days from the invoice due date. The delinquent agency may become in-eligible for future 3rd Party billings. Non-payment by the student will result in late fees of up to \$60, and may result in withholding of transcripts and registration and be subject to referral to an outside collections agency and additional collections fees of up to 20% of the balance due.

NOTE: The billing office cannot monitor enrollment, grades, attendance, or status of FIN AID.

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