



Agency Billing Authorization Form

Please deliver this form at the time of registration, or fax to the Business Office at (901) 748-0297, prior to registering.

We (Agency listed below) authorize HS University to bill our agency for the below listed student and the appropriate charges for the Program term _____ to _____, year _____. We will assume responsibility for tuition and fees listed on the Tuition Proposal attached.

Student Name: _____

Student ID: _____ Start Date: _____

Program Enrolled: <i>Please check all that applies.</i>	
<input type="checkbox"/>	Administrative Credential
<input type="checkbox"/>	Supervisor Credential
<input type="checkbox"/>	Practitioner License
<input type="checkbox"/>	Management License

Please send the bill to the following name and address:

Agency Name: _____

Billing Address: _____

Phone: _____ Federal ID#: _____

Signature of Authorized Individual (Required) Date

Name of Authorized Individual (Required)

NOTE: Once billing authorization form has been received, the Agency listed above will be invoiced for payment of the invoice. Invoices must be paid within 30 days of invoice date and prior to first training course.

For Office Use Only!

Date Received: _____
Invoice #: _____ Invoiced Amount: _____ Processed by: _____



Agency Billing Authorization Form

Please deliver this form at the time of registration, or fax to the Business Office at (901) 748-0297, prior to registering.

I. Program Billing

The Office of Financial Services administers billings for university tuition and fees and will bill the program for all fees associated with a student's credential or license program. Payment must be received no later than the end of the first core course or a \$200.00 late payment will be assessed. Unless specified otherwise by the program, fees and charges covered by this Agreement include course training(s), program fee, exam fees, technology fee, book fee(s), state board fee(s) and technology fee.

II. Eligibility

- A. A program can be a government agency, non-profit association or public/private school district. Payments cannot be an individual, sole proprietorship, corporation or partnership.
- B. All payments must be made in U.S. dollars and drawn from a U.S. bank
- C. All correspondence must be in English.
- D. Accounts with payments which are returned by the bank will be assessed a return check fee and may not be allowed future billing arrangements.
- E. Programs that originally agree to pay a student's tuition and notify HSU after payment deadline and start of any course of a change in student enrollment will cause a late payment fee of \$100.00 to be assessed on their account.
- F. Programs are required to provide the name and student ID number and amount for each student with each payment sent to HSU.
- G. The program is responsible for notifying HSU of the correct billing address and contact person.

III. Payments

- A. Payments are to be made by the Program within 30 days of billing notice to:
HS University
Student Financial Services
PO Box 2482
Cordova, TN 38088-2482
- B. FAX or email payment details, including names, student IDs and amounts of payment to the attention of the HSU Program Billing Section: FAX (901) 748-0297 or E-mail: sfs-admin@hsuniversity.org.

IV. HS University Agency Billing Responsibilities

- A. The Agency is financially responsible for ALL tuition and fees upon registration.



- B. The Agency is required to complete an Agency Billing Form and submit it no later than 3 days before any training. Late submission will be assessed a \$100 late fee.

Agency Billing Authorization Form

- C. *Please deliver this form at the time of registration, or fax to the Business Office at (901) 748-0297, prior to registering.*

- D. A letter of authorization, voucher or government form from the Agency must accompany the Agency Billing Form and be submitted to the Office of Financial Services no later than 3 days prior to course training.

- E. Agencies are responsible for notifying HSU Billing Office regarding any changes in curriculum or program.

- F. Accounts not paid by the end of the training course will be assessed a \$100 late payment fee, if not already assessed. Accounts not paid in full by end of the training may hold up a student's progress academically. The student may not be able to continue to the next step in the program curriculum. Nor will they receive grades or transcripts or obtain access to HSU services.

- G. Accounts not paid by the Agency within 30 days of training will have a financial delinquency hold placed on the account, the billing will be cancelled and student will not be allow to submit Agency Billing forms for the future.