

During the 2020-2021 School Year,
I have taken _____ credits to
date.

R.S.U. No. 67

Third Party Billing Authorization Form

Directions

1. Use this form to apply for tuition deferment for **COURSES ONLY**.
2. Make sure to check that the Institution offering the course will participate in tuition deferment.
3. Fill out **PART 1**, and submit to Support System prior to taking the course.
4. **You should keep a copy of this form for your records.**

PART 1 – Complete this section prior to taking course and submit to support system.

EMPLOYEE'S NAME:	SOCIAL SECURITY NO.:	DATE OF APPLICATION:
NAME OF INSTITUTION:	ADDRESS OF BILLING OFFICE:	
COURSE TITLE AND NUMBER:	COURSE START/END DATES:	NUMBER OF CREDITS:
DESCRIPTION OF COURSE:		

Terms of Agreement

The R.S.U. No. 67 employee named above has been approved for *Third Party Billing* based on the following criteria:

1. The employee named above must successfully pass the course with at least a “B” or above, or “Pass” for pass/fail courses.
2. R.S.U. No. 67 agrees to pay tuition fees based on the current University of Maine per credit hour rate, multiplied by the number of credits taken. Registration, lab, and activity fees, as well as required, course-related books, will be reimbursed per the collective bargaining agreement.
3. The employee named above must be in service and under contract in R.S.U. No. 67 to be eligible for payment.
4. The course must be an approved course according to the collective bargaining agreements for support staff and teachers. (Course must be directly related to the employee’s present position and enhance the employee’s ability to improve student performance)
5. This form must be signed by the employee, support system, supervising principal, and superintendent of schools.
6. The Institution offering the course and/or the employee will send a copy of the grade report or transcript with the invoice at the completion of the course.
7. Send invoices and grade reports to: **Superintendent of Schools, R.S.U. No. 67, 25 Reed Drive, Lincoln, ME 04457**
For information call 794-6500.

REQUIRED SIGNATURES

EMPLOYEES SIGNATURE		
I have read the above terms and understand that I must successfully complete the course and be currently employed in order to be eligible for Third Party Billing.	EMPLOYEE'S SIGNATURE	DATE
APPROVAL OF SUPERVISING PRINCIPAL		
The COURSE and CREDITS described above are APPROVED by THE R.S.U. No. 67 Supervising Principal.	SUPERVISNG PRINCIPAL SIGNATURE	DATE
APPROVAL OF CREDIT TOWARD RENEWAL OF CERTIFICATE		
The COURSE and CREDITS described above are APPROVED by THE R.S.U. No. 67 Support System.	SUPPORT SYSTEM SIGNATURE	DATE
APPROVAL FOR REIMBURSEMENT		
R.S.U. No. 67 agrees to the terms listed above and will pay upon successful completion of the course, and receipt of invoice with grade transcript.	SUPERINTENDENT'S SIGNATURE	DATE

UNIVERSITY OF MAINE
THIRD PARTY SPONSOR (EMPLOYER) BILLING PROCESS

1. The student receives a billing statement and account information card from the University. With the first bill for the fall and spring semesters, the student receives an account information card (enclosed) which is used to notify the University of any third party sponsorship (i.e., your school system).
2. It is the **student's responsibility** to obtain authorization from the third party sponsor (purchase order/authorization form) which indicates how much the third party sponsor will be paying on the bill.
3. The student completes the account information card by noting on the bottom 1) amount due from bill (current balance due); 2) amount from other sources (i.e., how much will be paid by the third party); 3) payment enclosed (for any balance not covered by the third party).
4. The student mails the account information card, **authorization form from the school system**, if available, a copy of the statement and payment (if any due) to the University by the payment due date. If these items are received by the payment due date shown on the statement, no late fee will be assessed.

Please note that, given the various course lengths for the summer term, we do not include an account information card with the summer billing. As such, we must receive a third party authorization and any remaining payment due from the student by the billing due date to avoid assessing the late fee.

Please direct questions on the third sponsor billing process to the Bursar's Office at 581-1530.