

THIRD PARTY INFORMATION

What Is Considered A Third Party?

An outside agency/business that authorizes BSC to invoice them for all or a portion of a student's tuition, fees, room, board, and books. (Examples of a third party are: Tuition Assistance from the Military, Workforce Safety and Insurance (WSI), Workforce Investment Act (WIA), Vocational Rehabilitation, BIA, and private employers.)

What Guidelines For Acceptable When Submitting An Authorization/Voucher/Letter Of Credit?

A third party authorization/voucher/letter of credit must be received for each semester and contain the following information:

Students Full Name

Students Birth date

What is being covered (ex. tuition/fees, tuition only, books, specific classes, all costs for the semester)

Dollar Amount (ex. Specific dollar amount, or state full cost of specific class, required books, etc.)

All third party authorizations/vouchers/letter of credits must be an official form or submitted on company letterhead, signed and approved by the appropriate officials.

Authorizations/vouchers/letters of credit must be received on or before the class starts.

Vouchers/Authorizations/Letters of credit can be submitted by:

1. Fax (preferred and fastest):
Attn: BSC Student Finance Services 701-224-5550
2. Drop off at the BSC Student Finance Services, First Floor, Schafer Hall
3. Mailing to: BSC Student Finance Services
PO Box 5587
Bismarck ND 58506-5587

Allow 24 business hours processing time before the third party payment is showing on the student account and/or the information is at the BSC Bookstore for book charging.

Student Requirements Until Acceptable Voucher/Authorization/Letter of Credit Is Received

Students are not able to charge books until the appropriate paperwork is received in the BSC Student Finance Office.

Allow 24 business hours processing time before the third party payment is showing on the student account and/or the information is at the BSC Bookstore for book charging.

Students are responsible for any balance due on their student account until the proper paperwork is received in the BSC Student Finance Office.

Students receiving bills but are covered by a third party should check their student account to see if the balance due was charged to a third party after the printing of the bill. If the student is still showing a balance the student is responsible for following up with the BSC Student Finance Office to verify the information has been received by the third party.