

Sponsorship

If you are sponsored by a Fire Department or agency that is paying for your participation in the KVCC Fire Academy, your employer or sponsor must provide the information below on agency letterhead.

SAMPLE OF THIRD PARTY BILLING AUTHORIZATION On Company / Agency Letterhead

Date

Kalamazoo Valley Community College
Attn: Accounts Receivable
P.O. Box 4070
6767 West O Avenue
Kalamazoo MI 49009-4070

RE: **Student Name and Valley ID#:**

This letter represents authorization for Kalamazoo Valley Community College to invoice:

Full Name of Company/Agency, Attn., Billing Address

Contact Name

E-Mail Address for invoice (invoices will be e-mailed after the last day to drop with refund)

Telephone/Fax Number

1. For the following itemized expenses for the above listed student(s): (example: tuition, class(es), fee(s), book(s), supplies, etc.).
2. For the designated semester(s) of:
3. The following restrictions apply: (example: specific class(es), number of credits, dollar amount, book(s) only, supplies only, financial aid (primary/secondary) and/or sales tax exemption for purchase of book(s) and/or supplies (please provide a copy of Sales Tax Certificate)

Authorized Signature from the company (**must not be signed by student**)

(Please type/print name)

The letter of authorization **must** include the above information. Authorization letter must be received in the Accounts Receivable office prior to the tuition due date in order to hold class(es). Completed authorizations can be mailed to the address above, e-mailed or faxed to the Accounts Receivable Office.

E-mail AR@kvcc.edu or accountsreceivable@kvcc.edu

Fax 269.488.4555

Accounts Receivable Office Phone: 269.488.4227

Thank you for selecting Kalamazoo Valley as your education provider.