

SCHOOLCRAFT COLLEGE
18600 Haggerty Road, Livonia, Michigan 48152-2696

**TUITION AND FEES FOR IN-DISTRICT OR IN-STATE BUSINESSES,
GOVERNMENTAL ENTITIES, AND NONPROFIT AGENCIES**

1. Whenever a third party is paying an employee's tuition and the student resides outside the College District, the location of the company, branch, or facility authorizing and paying the tuition will be used to determine the appropriate tuition assessed.
2. The company or agency will provide an authorization signed by an officer of the company or agency on an appropriate letterhead or form. This authorization, once approved, will constitute a contract between the company or agency and Schoolcraft College. The following information must be included in each authorization:
 - a) The name and legal address of the employee.
 - b) The location of the company, branch, or facility at which the employee works.
 - c) The number of credit hours and fees or the specific courses and fees for which the company will pay.
 - d) A statement from the company indicating that as of the date of the authorization, the company will be responsible for the payment of tuition and fees as invoiced.
4. The Controller & Director of Financial Operations or his/her designee is authorized to approve an authorization provided by the company or agency.
5. The authorization will be presented together with the student's schedule and fee statement to the Student Accounts Department, to be entered into the College records and billed to the third party.

Revised—Administrative Committee
May 13, 1980
Retyped—Title Change and
Reviewed—Cabinet
April 9, 1997
Revised—Cabinet
April 6, 2000
June 12, 2000
July 1, 2003
Title Changes—Cabinet
July 14, 2015