

Third Party Contract Arrangement (TPC)

How to complete the contract process:

- 1. Complete the Third Party Contract Agreement**
An officer of the company with authority to make a binding commitment is to complete and sign the TPC. Send completed TPC by email, or fax to the Third Party Billing Office. **We prefer email.** After Nova approves the TPC, a fully executed copy will be returned to the organization.
- 2. Provide the Contract Letter of Authorization (also known as: Letter of Credit or Voucher)**
In order for Nova to recognize an anticipated TPC payment for a student's tuition and fees, a Letter of Authorization (LOA) on corporate letterhead must be received by the Third Party Billing Office. Upon receipt of the LOA, a Do Not Drop (DND) indicator is placed on the student's account to hold courses from being dropped until the billing date. Each semester a new LOA is required to identify students authorized to study under the TPC. Send completed LOA by email, or fax to the Third Party Billing Office.
- 3. Pay the invoice within 30 days of the invoice date**
Nova will send the organization an invoice for tuition based on LOA stipulations after the enrollment census date (last day to drop with tuition refund). Payment is due within 30 days of the date of the invoice. Payment is not conditional on a student's performance in or completion of a course. Nova may decline to enter into further contracts with any organization who defaults on or delays payment. Note: Invoice payments should be mailed to the Annandale campus Business Office for processing.

Third Party Billing Office

Email: ThirdPartyBilling@nvcc.edu
Phone Number: (703) 323-4390
Fax Number: (703) 293-8105

Third Party Billing Office Address:

Northern Virginia Community College
Third Party Billing Office
3924 Pender Drive
Fairfax, VA 22030-0974

Invoice Payment Address:

Northern Virginia Community College
Business Office
Bldg CA Room 104
8333 Little River Turnpike
Annandale, VA 22003

THIRD PARTY CONTRACT
Between
NORTHERN VIRGINIA COMMUNITY COLLEGE
And

Organization Name

Address

Tax Identification Number

This agreement is between Northern Virginia Community College (Nova) and _____ . It is a **Third Party Contract Arrangement** and will remain in effect for two (2) years from the date of Nova's approval. Under this contract, individuals seeking to improve their skills through credit courses at Nova shall receive the benefit of full or partial guaranteed funding support at the tuition rate in effect at the time the individual registers for courses, under the following conditions:

The organization is located within the U.S. or U.S. Territory.

The organization assumes full or partial liability for tuition and fee charges of individuals as specified by the organization in a Letter of Authorization.

The organization provides Nova with a Letter of Authorization on corporate letterhead containing the following information:

- Student's name and Nova student ID number
- Academic year and Semester for which the authorization is valid
- Contract stipulations: Tuition amount to be paid by organization or list of coursework with corresponding tuition
- Organization name and billing address
- Name, telephone number and email address of organization's point of contact

The organization will not be liable for tuition of courses dropped prior to the enrollment census date (last day to drop with tuition refund), but is responsible for the agreed tuition amount as reflected in the Letter of Authorization of any course taken under this agreement that is dropped after the enrollment census date.

Nova will send the organization an invoice after the enrollment census date. The organization is responsible to pay the invoice within thirty (30) days of the invoice date. Payment is not conditional on a student's performance in or completion of a course.

Students enrolling in classes not covered by this agreement are responsible for their own tuition and fees payment. Students may attend classes at any Nova campus location. Students must follow all Nova rules and procedures, including its rules and procedures regarding application for admission and for the establishment of residency and domicile.

This contract may be terminated by either party with written notice to the other party at any time. Such a termination will be effective beginning with the next-starting semester period. This contract may be terminated by Nova if the Organization fails to provide information necessary to its completion or fails to pay all tuition due and owing within thirty (30) days of receipt of an invoice. Nova may decline to enter into further contracts with any organization who defaults on or delays payment.

No change or modification of this TPC shall be effective unless it is executed in writing and signed by the duly authorized representatives of both parties.

Nova reserves the right to cancel any course without prior notice to the organization. If Nova cancels a course for which payment has been received, a refund will be provided to the appropriate party. Nova has absolute discretion in the selection of instructors and in program content. Nova's schedules, rules and regulations, as published, may be changed without prior notice to the organization.

Neither party shall unlawfully discriminate on the basis of race, nationality, ethnicity, religion, gender, age, or disability in any undertaking pursuant to this agreement.

This agreement is subject to and shall be interpreted pursuant to the laws of the Commonwealth of Virginia. The provisions of this TPC shall not be interpreted as a waiver of the sovereign immunity of the Commonwealth of Virginia. If Virginia law should be amended so as to render this agreement illegal or unenforceable, this contract shall automatically terminate. Nova will notify the organization of such a change as soon as possible.

For the College:

For the Organization:

Signature

Signature

Bridget Johnson
Name (print)

Name (print)

Associate VP of Financial Services
Title

Title

703-323-4390
Telephone

Telephone

Date

Email

Date

THIS IS A SAMPLE LETTER OF AUTHORIZATION AND SHOULD BE COMPLETED ON THE ORGANIZATION'S LETTERHEAD

THIRD PARTY CONTRACT
LETTER OF AUTHORIZATION

(Date)

Northern Virginia Community College
Third Party Billing
AVP of Financial Services
3924 Pender Drive
Fairfax, VA 22030-0974

Dear Associate Vice President of Financial Services,

This Letter of Authorization is valid for the (*identify one: Fall, Spring, Summer*) semester of (*identify year*). Per our Third Party Contract Arrangement, the following individuals are authorized to take courses at Northern Virginia Community College and (*name of Organization*) will pay the tuition for these individuals upon receipt of invoice. Our billing address is:

(Billing Address)

It is understood that billing will occur after the Census Date (add/drop deadline) and payment will be due for all individuals listed on the billing statement within 30 days of the date of invoice.

Last, First Name Nova Student ID# Stipulations (Print "Full Tuition" or "Course & Tuition")

- 1.
 - 2.
 - 3.
- etc...

If you have any questions regarding this matter, please contact me at (*telephone number and e-mail address*).

Print Name

Title