

Special Arrangement Contract (SAC)

How to complete the contract process:

- 1. Complete the [Special Arrangement Contract Agreement](#)**
An officer of the company with authority to make a binding commitment is to complete and sign the SAC. Send the completed SAC by email to the Third Party Billing Office at ThirdPartyBilling@nvcc.edu. After Nova approves the SAC, a fully executed copy will be returned to the employer.
- 2. Provide the Contract Letter of Authorization (also known as: Letter of Credit or Voucher)**
In order for Nova to recognize an anticipated SAC 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 indicator (DND) is placed on the student's account to hold courses from being dropped until the billing date. It is the student's responsibility to drop any courses by established and published census dates. It is also the student's responsibility to pay for any tuition and fees not authorized by the LOA by the payment deadline date. Each semester a new LOA is required to identify students authorized to study under the SAC. Send completed LOA by email to the Third Party Billing Office at ThirdPartyBilling@nvcc.edu.
- 3. Pay the invoice within 30 days of the invoice date**
Nova will send the employer an invoice for tuition based on the 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 regardless of the student's academic performance, completion of the course(s) and employment status. Nova may decline to enter into further contracts with any employer 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
3924 Pender Drive
Fairfax, VA 22030-0974

Invoice Payment Address:

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

SPECIAL ARRANGEMENT CONTRACT
Between
NORTHERN VIRGINIA COMMUNITY COLLEGE
And

Employer Name

Address

Tax Identification Number

A Virginia Employer

This agreement is between the State Board for Community Colleges and its Northern Virginia Community College (Nova) and _____ (the Employer). It is a **Special Arrangement Contract** as permitted in §23.1-508 of the Code of Virginia, 1950, as amended and the Guidelines issued by SCHEV. Under this contract, qualified employees of the Employer, seeking to improve their employee skills through credit courses at Nova, shall receive the benefit of lower tuition rates equivalent to the established contract tuition rate, under the following conditions:

The Employer is organized under Virginia law or is operating from premises located in Virginia and pays salaries or wages to the employee(s).

The Employer assumes full liability for tuition and fee charges of its employees as specified by the Employer in a Letter of Authorization.

The Employer provides Nova with a Letter of Authorization on company 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: Full tuition and fees or list of coursework with corresponding tuition and fees
- Employer name and billing address
- Employer's point of contact name, telephone number and email address

The Employer will not be liable for tuition for courses its employees drop prior to the enrollment census date (last day to drop with tuition refund), but is responsible for the tuition for any classes taken under this agreement that its employees drop after the census date. Nova will send the Employer an invoice after the enrollment census date. The Employer is responsible to pay the invoice within thirty (30) days of the invoice date regardless of the student's academic performance, completion of the course(s) and employment status. Employees may pay the tuition and fees due at the time of registration, on behalf of their employer. Employees enrolling in classes not covered by this agreement are responsible for their own tuition and fees payable at the established domicile rates and by published deadline dates. Participation under this contract does not confer Virginia-domicile status on

participating students. Employees may attend classes at any of Nova's locations. Employees must follow all Nova's rules and procedures, including its rules and procedures regarding application for admission and for the establishment of residency and domicile.

This contract will remain in effect for two (2) years from the date of Nova's approval. During the term of this agreement, Nova will assess reduced tuition for no more than twenty-five (25) employees per semester. Either party may terminate this contract at any time with written notice to the other party. Such a termination will be effective beginning with the next-starting semester period. NOVA may terminate this contract if the Employer fails to provide required Letter of Authorization or fails to pay all tuition and fees due within 30 days of receipt. Nova may decline to enter into further special arrangement contracts with any employer who defaults on or delays payment.

No change or modification of this SAC 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 Employer. 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 Employer.

Neither party shall unlawfully discriminate based on 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 SAC shall not be interpreted as a waiver of the sovereign immunity of the Commonwealth of Virginia. If Virginia law is to render this agreement illegal or unenforceable, this contract shall automatically terminate. Nova will notify the Employer of such a change as soon as possible.

For NOVA:

For the Employer:

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

SPECIAL ARRANGEMENT 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 in-state students will receive the in-state rate and out-of-state employees, classified by the requirements of section 23-7.4.2(F) of the code of Virginia, will receive the reduced contract tuition rate. 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