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THIRD PARTY SPONSORSHIP AGREEMENT

This is a legally binding contract. Consult with legal counsel before signing.

Sponsor Information					
Company/Agency Name					
Authorized Sponsor Representative		First Name	Last Name		
		Title			
Rep Email Billing Email					
Address: Street					
City, State Zip Code					
Phone					
Tax ID #					
Term Sponsored (choose one)		Fall <input type="radio"/>	Spring <input type="radio"/>	Summer <input type="radio"/>	Year

Sponsorship Coverage Information					
Sponsorship coverage is in addition to a student's other financial aid sources. A student will be refunded for any excess credit balance on their student account which may include sponsorship funds.					
<input type="radio"/> Sponsorship coverage is considered funding of last resort and should only cover those charges not covered by a student's other financial aid sources (i.e. grants and scholarships).					
Choose the categories covered			Choose the coverage amounts		
	Y	N			
Tuition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> 100%	<input type="radio"/> Other Percentage _____%	<input type="radio"/> Max Amount \$ _____
Fees*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> 100%	<input type="radio"/> Other Percentage _____%	<input type="radio"/> Max Amount \$ _____
Books **	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> 100%	<input type="radio"/> Other Percentage _____%	<input type="radio"/> Max Amount \$ _____
Supplies **	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> 100%	<input type="radio"/> Other Percentage _____%	<input type="radio"/> Max Amount \$ _____

*Fees may include late payment charges if sponsorship agreement is received after the tuition payment deadline.

**Books/supplies limited to items directly related to completion of assigned coursework - No food, clothing, etc.

Student Information		
Add additional students on page 3.		
If sponsoring more than 20 students, please upload a PDF attachment with student name, CCAC ID# and date of birth.		
Student Name #1		
CCAC ID #		Date of Birth
Student Name #2		
CCAC ID #		Date of Birth

Agreement Endorsement:

CCAC considers this sponsorship agreement to be a contract between CCAC and the sponsor, in which the sponsor agrees to take responsibility for the sponsored student's financial obligations to CCAC, according to the terms specified in the agreement. In signing below, the signatory affirms that they understand the components of the above listed charges and agrees to pay them in full, without any selective omissions. In signing below, the signatory affirms that they have read and agree to the terms and conditions on page 2 of this agreement form, also available at <https://ccac.edu/cost-and-aid/tuition-and-cost.php#third-party-sponsorship>.

The individual signing below hereby represents and warrants that they are duly authorized to execute and deliver this agreement on behalf of the sponsoring organization and that this agreement is binding upon the sponsoring organization in accordance with its terms.

Authorized Sponsor Representative Signature	Date

Third Party Sponsorship Agreement

Terms and Conditions

Statement of Contract

The Community College of Allegheny County (CCAC) considers a sponsorship agreement to be a legally binding contract between CCAC and the sponsor in which the sponsor agrees to take responsibility for the sponsored student's financial obligations to CCAC for the semester indicated, according to the terms selected and specified in the agreement. Further, the sponsor authorizes CCAC to bill directly for these financial obligations. Once submitted, the sponsorship agreement will be processed for the specified semester and changes are not permitted. All CCAC registration and fiscal policies apply to this contract. A new sponsorship agreement must be submitted for each semester.

Statement of Liability

After a sponsorship agreement is executed, CCAC considers its financial relationship with the student suspended for the term specified in the agreement, and financial liability of the sponsored student transferred to the sponsor. Consequently, CCAC considers any financial or conditional arrangements made between the student and the sponsor to be between the sponsor and the student, with no bearing on the liability the sponsor has to CCAC. Therefore, any obligations not fulfilled by the student to the sponsor including, but not limited to, non-attendance, non-completion or failure of classes, will have no alleviating effects on the sponsor's liability to CCAC. Furthermore, CCAC encourages the sponsor to carefully consider and evaluate the student's commitment and trustworthiness before extending a sponsorship to the student.

Statement of Agreement to Pay Applicable Tuition Rates

Tuition rates are set annually by the CCAC Board of Trustees and include three categories; In-County (Allegheny county residents), Out-of-County (Residents of other Pennsylvania counties), and Out-of-State & International. All Allegheny county companies and agencies sponsoring students are charged the in-county rate regardless of an individual student's domicile. All out-of-county and out-of-state companies and agencies will be billed the tuition rate applicable to each sponsored student.

Statement of Agreement to Pay All Fees

All fees associated with the student's enrollment at CCAC are mandatory, and the payment of these fees are a nonnegotiable condition of the student's enrollment. Therefore, if a sponsor agrees to pay fees, the sponsor must pay all of the fees assigned to the student or none at all. Selective payment of fees is not permitted under this agreement. Fees include but are not limited to: matriculation fee, college fee, capital fee, technology fee, student service fee, insurance fees, late fees, lab fees, and other course specific consumable fees. Learn more about CCAC tuition and fees at: <https://www.ccac.edu/cost-and-aid/tuition-and-cost.php#tuition-and-fees>.

Statement of Agreement regarding FERPA

In accordance with the Family Educational Rights and Privacy Act (FERPA), no academic, grade, or other personally identifiable information ('PII') pertaining to the student will be released to the third party sponsor without the student's written authorization.

Statement of Administrative Obligation

CCAC will do everything reasonably possible to assist in the processing of invoices, the itemization of enrollment charges, and the processing of sponsor specific billing documentation. However, due to software and personnel limitations, CCAC cannot commit to all sponsor administrative requests and does not consider noncompliance with these requests as justification for nonpayment of agreed upon charges or nonfulfillment of agreed to obligations, as specified in the signed agreement.

Authorization and Payment Terms

The Third Party Sponsorship Agreement must be submitted to the Office of Bursar & Student Account Services by the semester payment deadline. Failure to do so may result in the assessment of late payment fees to the student account, unless the student has other aid or makes other payment arrangements by the payment deadline. Late fees will be included in sponsorship billing.

Invoices will be e-mailed to the authorized sponsor representative by mid-semester after the last day for refundable registration drops and following scheduled financial aid disbursements. All payments are due within 30 days of the invoice date and may be paid by company check or company credit card. Failure to pay any balance due in full may result in the following: late fees up to \$15.00 per month, loss of ability to sponsor future students until the past due balance is paid, subjected to CCAC collections processes.

For questions contact sponsorships@ccac.edu.

Additional Student Information (continued from page 1 if needed)

Student Name #3	
CCAC ID #	Date of Birth
Student Name #4	
CCAC ID #	Date of Birth
Student Name #5	
CCAC ID #	Date of Birth
Student Name #6	
CCAC ID #	Date of Birth
Student Name #7	
CCAC ID #	Date of Birth
Student Name #8	
CCAC ID #	Date of Birth
Student Name #9	
CCAC ID #	Date of Birth
Student Name #10	
CCAC ID #	Date of Birth
Student Name #11	
CCAC ID #	Date of Birth
Student Name #12	
CCAC ID #	Date of Birth
Student Name# 13	
CCAC ID #	Date of Birth
Student Name #14	
CCAC ID #	Date of Birth
Student Name #15	
CCAC ID #	Date of Birth
Student Name #16	
CCAC ID #	Date of Birth
Student Name #17	
CCAC ID #	Date of Birth
Student Name #18	
CCAC ID #	Date of Birth
Student Name #19	
CCAC ID #	Date of Birth
Student Name #20	
CCAC ID #	Date of Birth

If sponsoring additional students, attach a complete PDF listing student name, CCAC ID# and date of birth in mm/dd/yyyy format similar to the example provided herein.