



THIRD PARTY SPONSORSHIP SET-UP FORM

A Third-Party Sponsor is a company, organization, or government agency that assumes responsibility for a student's tuition and/or fees.

To become a Third-Party Sponsor, you must complete this form and submit it along with a completed W-9 for billing purposes to BUSVHelp@tccd.edu.

Company Name: _____

Address (if different from W-9):

Street: _____ City: _____ State: _____ Zip Code: _____

Sponsor's Federal Taxpayer Identification Number: _____

Contact Person's Name: _____ Title: _____

Telephone: _____ Email: _____

Billing Contact Person's Name (if different from above): _____

Title: _____ Telephone: _____ Email: _____

Company website URL (or n/a): _____

Preferred Invoicing method:

Email to: _____

Mail to: _____

Street: _____ City: _____ State: _____ Zip: _____



THIRD-PARTY SPONSORSHIP AGREEMENT

THIS AGREEMENT is entered into by and between the above-mentioned Sponsor and Tarrant County College (TCC) for the purpose of invoicing for Third Party Sponsorships. The Sponsor agrees to pay TCC in full and without condition, the tuition and fees for sponsored students.

The Sponsor agrees to provide TCC with approved sponsorship documents as indicated below:

Timeframe:	By semester	Annually	Other
Per:	Individual student	Group of students	

The Sponsor agrees to pay for tuition and fees as indicated below:

Tuition + all fees	Tuition + general fee	
Tuition + general + course/program required fees		Tuition only

The sponsor agrees to include in the sponsorship documents the following information:

- Student name and TCC ID#
- Term/Semester, approved class(es) and dollar amount
- Covered fees and charges, specified as either "All fees" or listed individually if coverage is limited (e.g., digital materials, general fee, course fee)



TCC will only invoice for Sponsor approved tuition agreements and send invoices to the preferred method listed above after the refund period for the semester is over.

The Sponsor unconditionally guarantees full payment within 30 days from receipt of invoice and agrees to all terms and conditions as specified in the TCC Catalog regarding, but not limited to, tuition cost, payment deadlines and refund policies.

The Sponsor understands that if the invoice is not paid by the end of the next term the outstanding balance will become the student's responsibility and subject to third-party collections.

TERM: The term of this agreement shall commence on _____.

This agreement shall automatically be renewed for successive one-year terms unless either party gives the other written notice of termination at least 30 days prior to the end of the current term.

TERMINATION: This agreement may be terminated (a) by either party at any time for failure of the other party to comply with the terms and conditions of this agreement; (b) by either party without cause or penalty upon 30 days prior written notice to the other party; or (c) upon mutual written agreement of both parties. In the event of termination, the College shall stop work immediately and shall be entitled to compensation for fees to the date of termination and for any work necessitated by that termination. If at time of notice of termination there is an uncompleted course, then the College will complete that course and be paid as scheduled.

By signing below, I acknowledge that I have read and understand the statements and policies as set in the TCC Catalogue and in this agreement.

Signature of Authorized Sponsor Officer * Print Name of Authorized Sponsor Officer * Date

Signature of Authorized TCC Official * Print Name of TCC Authorized Official * Date

Contact Tarrant County College - Business Services Office:

Email: BUSVHelp@tccd.edu

Phone: 817-515-4729