



Corporate Tuition Assistance Direct Billing Authorization

Student Information

Student Name: _____ Student ID: _____

Phone #: _____ E-mail Address: _____

Corporate Billing Information

Company Name: _____

Invoicing Address: _____

City: _____ State: _____ Zip Code: _____

Company Contact: _____

Contact Phone #: _____ Contact E-mail Address: _____

Please invoice via: US Mail E-mail

Authorized Signature: _____ Date: _____

Tuition Assistance Information

Effective Date: _____

Covers: Tuition Fees Books

Grade Required: Yes No If yes, provide the specifics of the company policy _____

Tuition Assistance invoicing is to be reduced by Grants and Scholarships: Yes No

Authorized Amount for this single authorization \$ _____

OR

Annual Cap amount: \$

Calendar Year Fiscal Year (define fiscal year dates): _____ to _____

Annual cap usage to date:

Company covers dropped/failed courses: YES NO

Bellevue University Direct Billing Policy

- Student is responsible for notifying Bellevue University Billing Department of any changes in tuition assistance eligibility.
- In the event Bellevue University does not receive payment from company within 60 days for invoicing, the student will be responsible for any unpaid balance.
- Student is required to complete a FERPA Information Release in order to bill the company and/or speak to them regarding academic record or financial student account information.
 - Student is responsible for account charges if the FERPA Information Release to employer is not completed.

Student Signature: _____ Date: _____

FERPA Information Release:

- Log into [BRUIN](#)
- Click on **Resources and Forms** Tile
- Click on **Forms** Tile
- Click on **Student Forms**
- Click on **Student Information Release**
- Complete the form
 - Select **All Education Records**
 - Enter **Recipient Name** (Name of your company)
 - Enter a **Company Email**
 - Enter **Company Address**
 - Click on **Save**

Please complete all lines/sections and email form and/or questions to companybilling@bellevue.edu