

High School Dual Enrollment Sponsored Billing Authorization

To establish or modify a Sponsor Account, please contact 586.445.7492 before submitting authorizations. A sponsor profile, W-9 and tax exemption forms will be required.

Send completed forms from school district email address to earlyadmit@macomb.edu by payment due date.

By completing this form, the high school authorizes Macomb Community College to bill the school district (public high school) or State of Michigan (non-public high school) for charges incurred by the student up to the maximum authorized. The school will be responsible for charges authorized unless the student drops courses and returns books purchased during the 100% refund period. If charges exceed amount authorized, the student must pay the difference by the payment due date.

Date: _____

Student Last Name: _____ First Name: _____

Student Phone: _____ Email: _____

Student ID: _____ Enter date of birth if ID unknown.

Term Authorized: Fall Winter Spring/Summer Year: _____

Separate form required each term: Example: Fall 2020, Winter 2021, Spring/Summer 2021 or Non-Credit.

High School Name: _____

School Official Name: _____

Phone Number: _____ Email: _____

Number of Courses Authorized: _____

Per Class Amount Authorized: _____ If no limit, enter "All Costs."

Are you authorizing the student to purchase books at the campus bookstore? Check one:

Yes

No

The student will have the ability to purchase ANY BOOKS (not just for classes listed below) within the authorized amount during the term's bookstore purchase period. If items exceed the authorized amount, the student will be required to pay the difference at the time of purchase.

Approved courses: Example: ACCT-1080 Intro to Accounting. If no preference, enter "Any course."

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

If student enrolls in courses not listed above, it is their responsibility to drop courses during 100% refund if they cannot pay, make self-payment or have high school submit for a revised authorization by the payment due date.