Steps to Apply for Employer-Sponsored In-State Tuition at Durham Tech

The North Carolina General Statute 115D-39 states: The legal resident limitation with respect to tuition, set forth in G.S. 116-143.1 and G.S. 116-143.3, shall apply to students attending institutions operating pursuant to this Chapter; provided, however, that when an employer other than the Armed Forces, as that term is defined in G.S. 116-143.3, pays tuition for an employee to attend an institution operating pursuant to this Chapter and when the employee works at a North Carolina business location, the employer shall be charged the in-State tuition rate.”

The Business Office must receive the sponsor letter ONE WEEK PRIOR to the advertised payment deadline. ** THE LAST DAY TO SUBMIT SPONSOR LETTERS IS ONE WEEK BEFORE CLASSES BEGIN. NO EXCEPTIONS! **

Letters can be delivered, sent by mail or faxed. We do not accept email submissions due to security issues.

A student’s employer who is willing to sponsor their studies at Durham Tech must follow the steps listed below. Begin these steps BEFORE REGISTRATION EACH SEMESTER to allow time for processing.

1. First-time sponsors must complete and submit:
   • A vendor application (durhamtech.edu/cgl/VendorApplication.pdf)
   • W-9 forms (durhamtech.edu/cgl/w9.pdf)

2. A new sponsorship letter must be submitted each semester. The letter must be on organizational letterhead and contain the following information: (See sample letter-page 2):
   • Employer name, address (must be located in North Carolina), phone number and email
   • Student name and Durham Tech ID #
   • Applicable semester (example: Fall 2018)
   • Statement that student is employed by the employer and the nature of the employment
   • Statement that the employer agrees to be billed directly, and will pay the student’s full tuition amount directly to Durham Technical Community College
   • Employer’s ink signature and date

3. The student’s classes may be dropped if the letter is NOT turned in at least one week prior to the registration payment deadline (durhamtech.edu/academics/importantdates.htm). If dropped, the student will need to re-register for classes.

4. After the documentation is reviewed for completeness, the Business Office will update the student’s account to reflect the change to the in-state tuition rate for the sponsor. This change may not be seen immediately on the account.

5. The employer will be billed 1-2 months after the start of the term. (Approximate dates: Fall-October; Spring-March; Summer-July)

   The student or employer can request an invoice from the Business Office Cashier’s Window (Building #1, Room 159), by calling 919-536-7201, or by emailing accountsreceivable@durhamtech.edu.

   Payment must be made by the employer by check or credit card from their business account or the account of the person who signed the letter. Payments cannot be made by cash or money orders.

6. If the employer fails to pay promptly, a hold will be placed on the employer’s account. If the employer’s account is not paid in full, the employer will not be allowed to participate in the sponsorship program in the future. The student will not be allowed to receive an employer sponsorship from the sponsor again until the balance is paid in full. If an employer fails to pay, the debt will be turned over to collections.

7. If the student withdraws or is withdrawn from a class, the sponsor is responsible for any tuition and fees on the student’s account per the Withdrawal and Refund Deadline information (durhamtech.edu/academics/importantdates.htm).

Note for Mini-Session II – If a student registers for a second mini session AFTER the bill has been issued to the employer, the student will need to contact the Business Office so that a second bill for the new class(es) can be sent to your employer.

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<tr>
<th>Questions on the process? Contact:</th>
<th>Durham Tech Business Office, 1637 Lawson St, Durham, NC 27703</th>
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<tbody>
<tr>
<td>Office: White Building (Building 1), room 1-159</td>
<td>Phone: 919-536-7201 Extensions: 1012, 1006, 1022, 1011, or 1005</td>
</tr>
<tr>
<td>Fax: 919-536-7292</td>
<td>Email: <a href="mailto:accountsreceivable@durhamtech.edu">accountsreceivable@durhamtech.edu</a></td>
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ABC, Inc.
100 Main St. Durham, NC 27703
(919) 255-5555
Info@abcinc.com

Date

Durham Technical Community College
1637 E. Lawson St.
Durham, NC 27703
Attn: Business Office

Re: John Doe
Durham Tech Student ID: 0122555
Academic Term: Fall 2018

ABC, Inc. would like to sponsor John Doe’s studies at Durham Technical Community College. ABC Inc. has been operating in North Carolina since 2015. John Doe is legally employed in our company and works as a sales associate. ABC, Inc. agrees to be billed directly at the company address above, and will pay the tuition and fees for the student directly to Durham Technical Community College for academic term listed above.

If you have any questions, please feel free to contact me.

Sincerely,

Mary Smith
Owner
ABC, Inc.
msmith@helpinghands.org (Email Address)