

Third Party Contract Letter of Intent



The entity identified below (“Third Party”) requests consideration from Valencia College to enter into a Third Party Payment Agreement. The Third Party understands that the Letter of Intent is not a binding agreement; but serves as a formal acknowledgment of the Third Party’s intent to provide financially guaranteed support to select Valencia College students for tuition, fees, course material, and other applicable student charges.

Third-Party Contact Information	
Entity Name:	
Entity Address:	
Name of the primary point of contact for billing-related issues:	
Billing person phone number:	
Billing person email:	
Billing person address (if different than the address above):	
Are you a tax-exempt organization?	

Financial Support Provided (Refer to Valencia College Catalog Financial Information & Fees for details)	Yes/No
Tuition and Fees: In-state rate	
Tuition and Fees: Out-of-state rate	
Additional Fees: Lab Fees	
Additional Fees: Distance Learning Fees	
Additional Fees: Late Fees	
Additional Fees: Repeat Fees <i>In accordance with Sections 1009.28 and 1009.285, Florida Statutes, Valencia College is required to charge students enrolled in the same college-preparatory or college-level (credit) course more than two times the full cost of instruction (Repeat Fee) on subsequent attempts.</i>	
Course-required instructional materials (books, lab access codes, etc.)	
Supplies (office supplies, calculators, computers, etc.)	

Anticipated Method of Payment: ACH (preferred) Check

How many students do you expect to sponsor per term? _____ Fall _____ Spring _____ Summer

The Third Party may revoke payment authorization up to the first day of class for the full term as published in the [Important Dates Calendar](#). After that, Valencia College requires the Third Party to guarantee payment for the agreed-upon student charges regardless of employment status (if applicable). Additionally, the Third Party understands that Valencia College is not a tuition reimbursement management company and will not be responsible for ensuring the student maintains appropriate eligibility criteria set forth by the Third Party. Therefore, all payment must be guaranteed by the Third Party regardless of course completion, student's major, grades, financial aid availability, or any other eligibility criteria defined in the Third Party’s program. If the Third Party would like Valencia College to consider expanding additional services by modifying the standard practices stated above, then the desired provisions must be explained below.
