



High School Programs 3rd Party Tuition Authorization

Instructions:

Deadline: within 2 weeks from Aims' term Drop Deadline [Fall: 9/15 | Spring: 2/15 | Summer: 6/15]

- Attach typed or excel spreadsheet student information for billing. The Registration Report supplied by the High School Programs Office can be modified and included as the student listing. *Hand written lists will not be accepted.*
- Form to be completed each semester for any high school student, EXCEPT Career Academy.
- **DO NOT include Career Academy (CA classified) students.**

Submit form and documentation to Cashier's Office at sponsor.billing@aims.edu

Reminder
Do not load this form to BOX

Semester: Fall & Year-long Spring Summer Year _____

School and/or District: _____

Prepared By: _____ Phone: _____

E-mail: _____

Contact Person for Billing: _____ Same as Above

Phone: _____ Fax: _____

E-mail: _____

Signature: _____

To save the environment invoices are e-mailed to the contact listed.

Mail Invoice [List Address in Special Instructions Box]

Payment Coverage Information

Check All That Apply.

Failure to complete this section will delay invoicing and impact student billing. Students/parents are held responsible for all payments until 3rd Party Tuition Authorization has been received. Allow 30-45 days for invoicing.

Tuition Only: Yes No

All Fees: Yes No [Includes Administrative, Lab, Online, and Barnes & Noble (B&N) Book Fee]

Only Specific Fees: *Administrative Fee* Yes No *Lab Fee* Yes No *Online Fee* Yes No

Barnes & Noble (B&N) Book Fee: Yes No

Barnes and Noble Bookstore Charges to Aims Account*: Yes No Limited Amount: \$ _____

*Student responsibility to provide detailed charges to the district

Special Instructions/Comments: