

# MANUAL OF PROCEDURE

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**PROCEDURE NUMBER:** 3128

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**PROCEDURE TITLE:** Third-Party Sponsorship

**STATUTORY REFERENCE:** Section 1001.65(1), Florida Statutes  
STATE BOARD OF EDUCATION RULE, 6A-14.054(10), Florida Administrative Code

**BASED ON POLICY:** III-1 College Business Affairs

**EFFECTIVE DATE:** March 25, 1981

**LAST REVISION DATE:** September 6, 2024

**LAST REVIEW DATE:** September 6, 2024


## **I. PURPOSE**

To provide guidelines for establishing third party sponsorships for the payment of student financial obligations.

## **II. PROCEDURE**

1. Students enrolled in courses may receive third-party sponsorships from businesses, industries, government units, nonprofit organizations, or civic organizations (collectively referred to as “Agency”) which have completed the contract/authorization [Third Party/Sponsor Payment Authorization Form](#), and provided the College with a tuition payment authorization/voucher and that the contract/authorization is approved and accepted.
2. Agency approval process:
  - a) An Agency must complete and submit the [Third Party/Sponsor Payment Authorization Form](#) to the Miami Dade College (MDC) Controller’s Office located at 11011 SW 104<sup>th</sup> Street, #9254, Miami, FL 33176. A voucher/tuition payment authorization may be used in lieu of a contract.
  - b) The MDC Controller’s Office will review and approve or deny either the Third Party/Sponsor Payment Authorization for Contract/Payment or the voucher/tuition payment authorization.

- c) The MDC Controller Office notifies the Agency in the event either Third Party/Sponsor Payment Authorization for Contract/Payment or the voucher/tuition payment authorization is denied.
  - d) The MDC Controller’s Office notifies and will forward to MDC Student Financial Services the Third-Party/Sponsor Payment Authorization Form along with the Contract/Payment Authorization or voucher/tuition payment authorization along with appropriate and corresponding accounting information for further processing.
3. The MDC Student Financial Services will create a third-party contract in the student information system.
  4. The MDC Bursar’s/Student Financial Services office will assign students to the third-party contract as students submit vouchers for current or future terms.
  5. The MDC Student Financial Services will create and submit bills to the Agencies towards the end of the term.
  6. Agencies must mail payments for third-party sponsorship to the Miami Dade College Controller’s Office located at 11011 SW 104<sup>th</sup> Street, #9254, Miami, FL 33176.
  7. The MDC Controller’s Office will apply payments received to the appropriate receivable account.
  8. Excess or unapplied Agency payments will be refunded to the Agency by the MDC Controller’s Office based on the conditions of the Agency.

	09/06/2024
<b>PRESIDENT</b>	<b>DATE</b>