

TO: All Wayne County Companies & Organizations

FROM: Lashima Glaspie, WCES Director of Admissions & Records

CC: Renita Dawson, Associate Vice President of WCES

DATE: April 28, 2020

SUBJECT: Company/Organization Payment Process (Sponsor Billing Procedure)

All companies and organizations are required to utilize the Sponsor Billing process to ease the payment process for your employees/students for Workforce Continuing Education classes at Wayne Community College. The process is simple. You will not need to send a company/organization check/credit card with your employee at the time of registration. All you have to submit is a signed company/organization letter or memorandum on letterhead to our office via in-person, fax, email or mail with the following key items:

1. Company/Organization point of contact information (*in the event there are any questions regarding a student or payment*)
2. Billing Information (*include mailing address and email address*) and Employer ID/Tax ID Number
3. State the intent of who and what class(es) your company/organization will be responsible for in the registration process (i.e. tuition, parking/ID, testing, books, etc.)

Once we have received the letter/memorandum & student(s) registration(s), our Business Office will submit an invoice to your company/organization. ***Payment must be received by the start date of the course or the student will not be able to receive certification.***

Accompanying this memorandum you will find, examples of a Sponsor Billing notification.

Also, you may access our latest registration form online at <http://www.waynecc.edu/continuing-ed/register/> .

If you have any questions or concerns regarding the process, please contact:

WCES Admissions & Records Office

919-739-6900

wce-reg@waynecc.edu

We look forward to working with you in the future!

SAMPLE LETTER



DREAM DESTINATION

123 FLOWER LANE, FOREVER, NC 12345
555-555-5555

July 15, 2018

Lashima Glaspie, WCE Director of Admissions & Records
Wayne Community College
3000 Wayne Memorial Dr.
Goldsboro, NC 27534

Dear Ms. Glaspie,

We have employee(s) who need to take the **Administrative Assistant Certificate** class (**Summer 2018** term.) Our company would like to pay for the **registration fee and book(s)** for the following employee(s):

- Mary Joe Doe
- Daisy May Moore
- Billy Jean Adams

You may send the billing invoice to:

Dream Destination
ATTN: Daisy Moore
123 Flower Lane
Forever, NC 12345

ddforever@mail.com

TAX ID #**000123456789**

If you need additional information, please let me know.

Sincerely,

Daisy Moore

Daisy May Moore
Owner
Dream Destination

SAMPLE MEMO



DREAM DESTINATION

123 FLOWER LANE, FOREVER, NC 12345

555-555-5555

July 15, 2018

MEMORANDUM FOR: Wayne Community College

FROM: Dream Destination

SUBJECT: Registration for **Administrative Assistant Certificate**

1. This is to inform you that we will be paying the **registration fee & book(s)** for the **Administrative Assistant Certificate** class (**Summer 2018** term) for:

- Mary Joe Doe
- Daisy May Moore
- Billy Jean Adams

2. Please bill us at the following address:

Dream Destination
ATTN: Daisy Moore
123 Flower Lane
Forever, NC 12345

ddforever@mail.com

TAX ID #**000123456789**

3. Please call me, Daisy Moore, at 555-555-5555, if you have any questions.

Daisy Moore

Daisy May Moore
Owner
Dream Destination