

**TO: All Wayne County Companies & Organizations**

FROM: Amber Tyler, WCES Director of Admissions & Records

CC: Renita Dawson, Vice President of WCES

DATE: **September 7, 2022**

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

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

Dear Ms. Tyler,

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