

TO: All Wayne County Companies & Organizations

FROM: Angela Hudson, WCES Director of Admissions & Records

CC: Renita Dawson, Associate Vice President of WCES

DATE: **April 27, 2018**

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. 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:

Angela Hudson
WCES Director of Admissions & Records
919-739-6936 or anhudson@waynecc.edu

Maria Rigdon
WCES Admissions Technician/Sponsor Billing
919-739-6934 or mrigdon@waynecc.edu

We look forward to working with you in the future!



DREAM DESTINATION

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

July 15, 2018

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

Dear Ms. Hudson,

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



DREAM DESTINATION

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

July 15, 2018

MEMORANDUM FOR: Wayne Community College

FROM: Daisy May's Florist

SUBJECT: Registration for *Flower Design*

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