

TO: All Wayne County Companies & Organizations

FROM: Angela Wiggs, CES Director of Admissions & Records

CC: Renita Dawson, Associate Vice President of CES

DATE: January 26, 2016

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 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 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. 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 Wiggs
CES Director of Admissions & Records
919-739-6936 or anwiggs@waynecc.edu

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

We look forward to working with you in the future!



Daisy May's Florist

123 Flower Lane, Forever, NC 12345
555-555-5555

July 15, 2013

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

Dear Ms. Wiggs,

We have employee(s) who need to take the **Flower Design** class (**Spring 2013** 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:

Daisy May's Florist
ATTN: Daisy Moore
123 Flower Lane
Forever, NC 12345

If you need additional information, please let me know.

Sincerely,

Daisy Moore

Daisy May Moore
Owner
Daisy May's Florist



Daisy May's Florist

123 Flower Lane, Forever, NC 12345
555-555-5555

July 15, 2013

MEMORANDUM FOR: Wayne Community College

FROM: Daisy May's Florist

SUBJECT: Registration for **Flower Design**

1. This is to inform you that the Daisy May's Florist will be paying the **registration fee & book(s)** for the **Flower Design** class (**2013 Summer** term) for:

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

2. Please bill us at the following address:

Daisy May's Florist
ATTN: Daisy Moore
123 Flower Lane
Forever, NC 12345

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

Daisy Moore

Daisy May Moore
Owner
Daisy May's Florist