



Third Party Billing Authorization for Dual Enrollment Students

Student's Name

WMU ID Number (WIN)

Please check one: Early/Middle College student (State approved EMC) High School Dual Enrolled student

Student Procedures

1. Register for classes.
2. Complete the "Registered Course(s)" section below.
3. Have your parent or legal guardian sign the form.
4. Take the completed form to the designated official for your school district.
5. School district will complete authorized reimbursement amount and mail to the address below.

NOTE: This form must be completed for every semester the student is dual enrolled.

Registered Course(s)

Semester/Session

Fall 20_____ Spring 20_____ Summer I 20 _____ Summer II 20_____

Classes Course # / Title	Credit Hours	Authorized Percentage	Reimbursement or \$ Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Note: Please review tuition and fee information at wmich.edu/registrar/tuition

I understand that I am required to pay for any charges incurred by my child that are NOT covered by the school district. Read how to become an authorized user at wmich.edu/registrar/students/authorized

Parent or Legal Guardian Signature

Date

This student is eligible to attend only the courses listed above, and it is agreed that this school district will reimburse WMU for the authorized amount.

High School Principal/Counselor Signature

Date

Send Invoice to:

School District _____

Attention _____

Street Address _____

City/State/Zip code _____

Telephone Number _____

Return the completed form to:

Western Michigan University • Accounts Receivable • 1903 W Michigan Ave • Kalamazoo MI 49008-5210
Fax (269) 387-4227