



Sponsor Billing Information Sheet (Company/Fire Department)

The sponsoring company needs to provide the following information in writing to Kishwaukee College Business Office each semester that the company is sponsoring the student(s). Please email this information to busserv@kish.edu before the tuition due date.

Student Information

Students must have completed the Student Information Form (available online) before registering. It is the student's responsibility to register and to make sure the Sponsor Billing Information Sheet is returned to the Business Office prior to the tuition due date. Students may be dropped from the course if the appropriate paperwork is not complete.

Billing letters must include the following information:

Student Name: First MI Last

Address: Street Apt or PO City State Zip

Social Security #: or Kishwaukee ID #:

Course: Prefix Course# Reference# Semester: Summer Fall Spring

Cost Covered: Dollar amount required for each area below – do not put "all." Use Tuition Estimator – link can be found on our website.

Tuition: \$ Fees: \$ Books: \$ Other: \$

Company/Fire Department

The name and address of where to send the sponsorship billing is required. The company (sponsor) will receive a bill directly from the Business Office and it is preferred that payment not be sent until they receive the bill. This information must be sent each semester the company is sponsoring the student(s).

Company Name:

Address: Street City State Zip

Phone:

FEIN #: A copy of your W9 form is required.

Kishwaukee College will bill the sponsoring company sometime after the third week of the start of the semester.

Payment is due upon receipt of the bill. The sponsoring company is responsible for the bill regardless of the student's grade in the course. Current Sponsor Billing must be paid in full to allow company sponsorship for future semesters. If the student terminates their employment with the company prior to the start of the class, the company must notify Kishwaukee College's Business Office in writing to terminate the sponsorship. If the student's employment is terminated after the start date of the class; or the student drops the class after the add/drop date, the company is still responsible for payment of the sponsorship bill.

Sponsor's Authorized Signature

Printed Name

Email Address

Student tuition paid for by a company or fire department must be submitted to:

Kishwaukee College
Business Office
21193 Malta Road
Malta, IL 60150

815-825-9400

busserv@kish.edu