

Professional Skills Training Fees and Billing Procedures for Sponsoring Agencies

In order for your client/student to participate in the Professional Skills Training (PST), it is necessary that we receive an Authorization for Purchase (AFP) from his/her insurance company or other sponsoring agency. The AFP will cover tuition, class fees, books and supplies, PST administration fee, and employer fee where applicable. All categories authorized must be indicated individually. Authorizations for the first term should be received when new client/student enters the PST. New authorizations are required for each subsequent term.

Authorizations for individual students must include:

- Student Name
- Social Security Number
- Claim Number or Authorization Number
- Term Covered
- Funding Options
- Billing Name, Address and Telephone Number
- Contact person

To help things run smoothly for you and your sponsored client/student please refer to enclosed attachment of sample Authorization for Purchase (AFP). Our staff is here to assist you and your clients with any questions you may have. Please feel free to call us at **(541) 463-5078**.

(Sample)
Authorization for Purchase

DATE

Lane Community College
Cooperative Education
4000 East 30th Avenue
Eugene OR 97405
ATTN: Chuck Fike

Re: Student:
 Claim #: **If Applicable**
 WCD #: **If Applicable**
 SSN:
 DOI: **If Applicable**
 Insurer: **If Applicable**

Please accept this letter as authorization to confirm billing for the following expenses for
(**Specify Term**) associated with the approved training program of (Client/Student).

<u>CATEGORY</u>	<u>FUNDING OPTIONS</u>	<u>AMOUNTS</u>
Tuition		
PST Adm Fee		
Employer Fee	If Applicable or Authorized	
Sponsored Account Fee		
Transportation Fee		
Books and Supplies	If Applicable or Authorized	
TOTAL AUTHORIZED		\$AMOUNT

Please forward billing to (Agency/Insurance Company & Contact person), showing your Federal
Tax I.D. number.

Sincerely,

(Jane Doe)
Title:
Phone #: