

# 3<sup>rd</sup> Party Billing

(If High School Pays a Portion)

1. Please send a list of students that you will be paying for along with their SSN or VC student ID to Jeanne Ballard, [jballard@vernoncollege.edu](mailto:jballard@vernoncollege.edu) .
2. Specify for each student what classes you will pay and how much per class.
3. Provide a billing address along with a contact person and phone number.
4. Inform you students that after they have registered for their courses they need to contact the financial aid office to have their scholarship applied to their account.

Please contact Jeanne Ballard if you have any further questions.  
[jballard@vernoncollege.edu](mailto:jballard@vernoncollege.edu)  
(940)552-6291 ext. 2337