



Third Party Payment

WHAT IS A THIRD-PARTY PAYER?

A third-party payer is an organization that agrees to sponsor all, or part of, a student's tuition. An example of a third-party payer (TPP) is an employer, state or federal organizations such as Military/VA or Department of Health and Human Services.

Reimbursement is not considered a valid form of TPP, nor are family members and friends. Lakes Region Community College does not accept TPP letters if the payer requires attendance, grade, or transcript reviews before payment.

REQUIRED DOCUMENTATION

Students must provide LRCC with an authorization letter from their sponsoring organization. Note: There can be more than one TPP for a student during a term. The letter(s) can be emailed to: LRCCBusinessOffice@ccsnh.edu or mailed to:

Lakes Region Community College
Attn: Business Office
379 Belmont Road
Laconia, NH 03246

Once the letter is approved, the student account will have a memo entered to reflect the amount that will be paid by the guarantor.

The letter must include the following:

- Student's first and last name
- Student's college issued ID #
- Dollar amount that the TPP is responsible for paying
- Semester or duration of program covered by authorization letter
- List of charges that will be covered
- Name, email, and phone number for TPP point of contact
- Signature of authorized representative

INFORMATION FOR THIRD PARTY PAYERS

LRCC will bill your organization after the add/drop period of each semester. Invoices will be sent based on instructions provided in the authorization letter.

Payment is due upon receipt. Payment may be made by check, ACH, or credit/debit card. Payments being mailed can be sent to the address outlined above.

Please contact the LRCC Business Office with any questions: 603.524.3207

Please note that there will be a 2.85% fee assessed for card payments. AMEX is not accepted by our payment processor.