

Billing Letter

Some departments choose to pay the expenses of their employees. In this situation, a letter must be submitted to the Sinclair Community College Bursar's office as soon as the student registers for classes.

Even if the department is covering the expenses of the student *it is the student's responsibility to assure payment has been made*. If payment has not been made by the due date the student runs the risk of being purged from the course.

Following is a sample letter showing all the information that must be contained in the letter.

If you have any questions regarding this process, please contact the Bursar's office at 512-2864.

Downtown Fire Department
300 North Main Street, Dayton, Ohio 45402
(999) 999-9999

Current date

Bursar's Office
Sinclair Community College
444 West Third Street
Dayton, Ohio 45402

To Whom It May Concern:

This letter is to confirm that the Downtown Fire Department will pay all actual expenses (tuition, books, lab fees) associated with the EMT-Basic Course.

John Doe SS# 999-99-9999
John Doe, Jr..... SS# 888-88-8888

Our billing address is Downtown Fire Department, 300 North Main Street, Dayton, Ohio 45402. If additional information is required, please contact me at (777) 777-7777.

Sincerely,

Downtown Fire Chief