

# Workforce Continuing Education Company Billing Account Request

Send completed form and W-9 copy to: [cebilling@macomb.edu](mailto:cebilling@macomb.edu)

Approved organizations will be e-mailed a login for a company account login to manage their registration and payment. Instructions for use of the company account are available once logged in.

Payment can be made at the time of registration with credit card (Visa, Mastercard, Discover, American Express) or client will be invoiced by e-mail after the start of classes and EFT (ACH or WIRE) payment is required within 30 days.

Note: Company billing for bookstore purchases is handled directly by the Follett Bookstore, contact [t.stuyck@follett.com](mailto:t.stuyck@follett.com)

Company Name	
Department/Division	
Address Line 1	
Address Line 2	
City, State/Province, Zip/Postal Code	
Country (if not US)	
Phone	
Email to send Login/Password Reset to	
Email to send Invoices	

## Registration Approval Contacts (One Required)

A student chooses ONE contact to submit their registration request for approval. You may create a "Group Approval" contact and use a department/shared e-mail box so that multiple staff at your organization can manage the requests.

Role/Title		Role/Title	
Name		Name	
Phone		Phone	
Email		Email	

This form authorizes Macomb Community College to bill the organization for registrations that are not dropped within the College's 100% refund period. The organization agrees to make full payment by the invoice due date regardless of student grades, course completion or employment status. Delinquent accounts are turned over to a collection agency, assessed a 25% delinquent fee and reported to credit bureaus. The College reserves the right to refuse accounts for reasons including, but not limited to delinquency or non-payment.

This system contains personal information about your students and granting access to the system should be done with care. It is the organization's responsibility to ensure that anyone granted access is an authorized user with a legitimate reason for access and are also removing access when a contact for the account or student is no longer authorized (e.g., user employment has ended). Unauthorized disclosure of information by a Company User is your Organization's liability.

Authorized Signature (digital or written—not printed)			
Printed Name			
Title		Date	