

BOOKSTORE CHARGING TO A THIRD PARTY

What Is Considered A Third Party?

An outside agency/business authorizing BSC Student Finance Services to invoice them for books and/or supplies. (Examples of a third party are: Tuition Assistance from the Military, Workforce Safety and Insurance (WSI), Workforce Investment Act (WIA), Vocational Rehabilitation, BIA, and private employers.)

How Do I Charge Books To A Third Party?

A third party authorization/payment voucher/letter of credit must be submitted to BSC Student Finance Services at least 24 business hours prior to the time you plan on charging books at the BSC Bookstore.

Vouchers/Authorizations/Letters of credit can be submitted by:

1. Fax (preferred and fastest):
Attn: BSC Student Finance Services 701-224-5550
2. Drop off at the BSC Student Finance Services, First Floor, Schafer Hall
3. Mailing to: BSC Student Finance Services
PO Box 5587
Bismarck ND 58506-5587

- **Allow 24 hours for processing time once BSC Student Finance Services receives the original or a fax from the third party. (NO EXCEPTIONS, PLEASE)**
- All third party authorizations/contracts must be in BSC Student Finance Services prior to the designated tuition/fee due date for the semester
- Students can go to the Bookstore with their Student ID on the days specified by BSC to charge their books and/or supplies to their third party authorization. If the authorization is sent on or after the specified dates for charging allow 24 hours processing time before the information is available in the Bookstore.
- Student's who charge books prior to third party authorization approval, may be denied third party processing/payment and will be responsible for any balance not covered by the third party.
- Students who charge books/supplies not allowed by their third party will be responsible for such charges immediately upon notification.
- Students are responsible for telling the BSC Bookstore they are charging to a third party at the time books are purchased.