

ICISP Sponsored Billing Agreement

Note: Save a copy of these documents to your computer PRIOR to completing them to avoid losing your information.

Complete and submit this form along with completed Costa Rica application to: fssa@cod.edu or mail to
Field Studies/Study Abroad • 425 Fawell Blvd., BIC 3520 • Glen Ellyn, IL 60137-6599

STUDENT, PLEASE COMPLETE:

Student Name: _____ Birthdate: _____

Student Social Security Number: (Required for tax purposes.) _____

If, for any reason, a Sponsor declines payment, the student will be responsible to pay College of DuPage (COD).

Upon acceptance into the Costa Rica program, fees will be deferred at COD and your home institution will receive an invoice for your fees. You will be responsible for any charges not paid by your home institution. If your home institution does not pay, you will receive an invoice and must pay in full. Failure to pay may result in being dropped from the program (without refund) and/or having final grades withheld and the payment information being turned over to a collection agency.

Student Signature: _____ Date: _____

Costa Rica Summer Study Abroad – \$4,664**ICISP REP, PLEASE COMPLETE:**

ICISP Institution: _____ Term of Agreement: Summer 20_____

Billing Address: _____

Rep Name: _____ Rep Phone: _____ Email: _____

ICISP Rep Signature: _____ Date: _____

Authorized Financial Officer Signature: _____ Date: _____

ICISP rep, please *initial* to indicate your agreement. Sponsored billing is required for all ICISP participants in the Costa Rica program.

Yes, this ICISP institution is responsible for collecting the deposit and fees from the ICISP student listed, and will pay all Costa Rica Summer Study Abroad fees for this student to COD as invoiced by the College.

ONE invoice will be mailed to your institution upon registration of your student at COD. Remit full payment of \$4,664 upon receipt of invoice. Payment is refundable until Feb 15 if student notifies COD of withdrawal in writing.

- All course fees are included unless otherwise noted and agreed upon by COD.
- The Sponsored Billing Agreement must be signed by the ICISP rep and the student and submitted with the completed Costa Rica application. Applications will not be reviewed until this form is received. Failure to submit this form may jeopardize the student's place in the Costa Rica program.

For College Use Only

COD Student ID # _____ COD Company ID # _____