

<b>Section:</b>	XII.3.5	
<b>Title:</b>	Special Programs - Third Party Agreements	
<b>Effective Date:</b>	March 1, 2020	
<b>Approved By:</b>	Director of Student Accounts	
<b>Responsible Unit:</b>	Office of Student Accounts; (609) 771-2172; <a href="mailto:stuacct@tcnj.edu">stuacct@tcnj.edu</a>	
<b>Related Documents:</b>	N/A	
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1.0	March 1, 2020	New policy; Initial release

## I. INTRODUCTION

The Office of Student Accounts (“OSA”) at The College of New Jersey (“TCNJ” or the “College”) manages third party contracts for the accounts of students who receive payments from an authorized outside or “third party” provider such as a corporation or outside payer. This policy defines the various third party contracts, eligibility requirements and financial aid stipulations. A third party contract is set up to cover the specific charges approved by the third party and is applied to the student’s PAWS account. A new contract is set up each semester as needed. Contracts are applied when the Collection Coordinator receives approval from a TCNJ department or third party provider.

In order to receive payment, the Collection Coordinator completes and returns a voucher and a TCNJ Billing statement within 3-5 days to the representative of the third party provider for payment. Payments are received from the third party provider in the form of a wire, ach, or check payment usually within 3-4 weeks of submitting the voucher/billing statement. This information is reported to the Office of Financial Aid weekly to ensure that the 3<sup>rd</sup> party benefit is included in the student’s financial aid package.

## II. DEFINITIONS

N/A

### III. POLICY

#### A. Department of Veteran's Affairs – Chapter 33

The Veteran's Affairs (VA) Coordinator in the Office of Financial Aid meets with the Veteran/Dependent to determine eligibility and provides an approved list of eligible students to the Collection Coordinator with the student's name and PAWS number and the amount approved. A third party contract is set up to cover the specific charges and applied to the student's PAWS account. The VA Coordinator certifies and completes the billing process through the on line portal (GO ARMY) for each student and wire payment(s) are received from the U.S. Department of Treasury approximately 4 weeks after billing.

#### B. **Disabled American Veteran and Vocational Rehabilitation – Chapter 31**

A veteran who is eligible for a Veterans Vocational Rehabilitation evaluation under Chapter 31 (US Code Title 38 Chapter 31) must complete an application and meet with their assigned Vocational Rehabilitation Counselor (VRC). If the VRC determines that an employment handicap exists as a result of a service-connected disability, the veteran is found entitled to services. The VRC and the veteran will then continue counseling to select a track of services and jointly develop a plan to address the rehabilitation and employment needs of the veteran. If the veteran is entitled to education benefits and wishes to attend TCNJ, they must meet with the VA Coordinator in the Office of Financial Aid and the Coordinator will notify the Collection Coordinator in order to add the contract to the Veterans account. Services that may be provided by the Disabled American Veteran and Vocational Rehabilitation include:

- comprehensive rehabilitation evaluation to determine abilities, skills, interests, and needs
- vocational counseling and rehabilitation planning
- employment services such as job-seeking skills, resume development, and other work readiness assistance
- assistance finding and keeping a job, including the use of special employer incentives
- if needed, training such as On the Job Training (OJT), apprenticeships, and non-paid work experiences
- **if needed, post-secondary training at a college, vocational, technical or business school**
- supportive rehabilitation services including case management, counseling, and referral & independent living services

### **C. Division of Vocational Rehabilitation Program (DVR)**

The New Jersey Division of Vocational Rehabilitation Services (DVRS) is dedicated to providing vocational rehabilitation services to eligible individuals with disabilities as provided under Title IV of the Workforce Investment Act of 1998 & the Rehabilitation Act of 1973 as amended. DVRS is a division within the New Jersey Department of Labor & Workforce Development and as such must be in compliance with both federal and state regulations. The DVR has 18 local offices throughout the State of NJ. The Mission of DVR is to enable eligible individuals with disabilities to achieve employment outcomes consistent with their strengths, priorities, needs, abilities, and capabilities.

The Vocational Rehabilitation Counselor meets with the student (at the student's designated local office) and prepares a payment voucher to pay for tuition, room and board or a portion of both. A book voucher may also be approved but is sent directly to the Barnes and Noble Bookstore on campus. The Counselor then mails the voucher to the Office of Student Accounts.

### **D. N J Commission for the Blind and Visually Impaired (CBVI)**

The Commission for the Blind and Visually Impaired (CBVI) promotes and provides services in the areas of education, employment, independence and eye health for persons who are blind or visually impaired, their families and the community. It seeks to provide or ensure access to services that will enable consumers to obtain their fullest measure of self-reliance and quality of life and fully integrated into their community.

The CBVI Counselor meets with the student and prepares a payment voucher to pay for tuition, room and board or a portion of both. The Counselor then mails or emails the voucher to the Office of Student Accounts.

### **E. Career & Community Studies (CCS) Program – Through PCG Public Partnerships or Local School Districts – Third Party Provider**

The CCS program is designed to provide academic, vocational and social experiences for young adults in a highly a supportive yet challenging campus environment. A student-centered plan will be developed for each student through their participation in the Personal Exploration 101 course.

The CCS Certificate is designed to be completed in 4 years of full-time study. The 142 credit certificate is comprised of CCS core coursework, practicum and internships, and TCNJ course electives.

The Project Manager from CCS provides an excel spreadsheet to the Collection Coordinator at the beginning of each semester authorizing which students are entitled to a Third Party Contract for each term. CCS students may also apply for Financial Aid to cover any outstanding balance due to TCNJ.

#### **F. Private Companies – Third Party Provider**

In some circumstances employers (such as Verizon or ETS), will pay for certain charges for students enrolled at TCNJ. Students are required to submit a Financial Guarantee Letter to the Office of Student Accounts upon receipt of the semester term bill. Students are required to pay any charges that are not covered by the billing due date. Students may request to utilize the third party contract only if the payment is not contingent on grades.

#### **G. Medical Center Programs – Third Party Provider**

The RN to BSN Program at TCNJ is designed for working Professional Registered Nurses (RNs) who have earned an associate's degree or diploma in nursing and wish to continue their education by earning a Bachelor of Science in Nursing degree (BSN). TCNJ places emphasis on helping to develop tomorrow's leaders in Nursing and healthcare. The program assists students in developing excellent communication skills and awareness of global healthcare and the role of nursing within it.

The following Centers are participating in this program through the 3rd party billing process; Capital Health Medical Center, Hunterdon Medical Center, RWJ/Barnabas Health, & University of Penn at Princeton.

The Collection Coordinator coordinates with the Nursing Outreach Coordinator, Department of Nursing, at the beginning of each billing cycle to request documentation of approved participants in each program.

#### **H. School District Programs – Third Party Provider**

The College may enter agreements with school districts throughout New Jersey to teach courses to Graduate students to further their education for Teacher Leader Certification. Currently, the Hamilton Township School District is the only district participating in this program.

The Collection Coordinator contacts the Assistant Director of Off-Site Graduate Programs at the beginning of each semester to request documentation of approved participants in each program who will be paid by the school district and will apply the contract to the student's accounts.