

Certificate Program in Financial Planning

School of Education and Human Development
Southern Methodist University

Third Party Letter of Credit Form

Name: _____

Email: _____ Phone: _____

**This form must be completed and returned
before you can be enrolled in class!**

Please indicate below if you will receive assistance from your company to pay tuition costs for the current academic year. Please check all applicable boxes, sign and return to the Continuing Studies office. Attach any company reimbursement forms that the University must complete for billing.

- My company's reimbursement is dependent on my performance; therefore, I cannot be assured of reimbursement
- I am responsible for all charges for which I am not eligible under the Company's policy.
- Amounts reimbursed by my company must, per IRS rules, be considered taxable income and will be reported on my appropriate W-2 form.

- My tuition and/or fees are paid by my company through Third Party Billing with SMU and are tax-free to me.
 - Both Tuition and Fees
 - Tuition Only
 - Fees Only

Company Name: _____

Mail Invoice to: _____

Contact Person who can confirm benefits: _____

Telephone number of contact person: _____

Student Signature: _____ Date: _____