

Sponsored Student Procedures

Sponsored students (those who have an agency to pay their tuition) should follow these guidelines:

- Register for classes through normal registration process.
- Bring authorization to the Business Office at appropriate campus center (Main Campus for Curriculum, West Campus for Continuing Education only) or verify that a copy has been sent to the Business Office by the sponsor.
- **Curriculum sponsored students must come by the cashier's window on the Main campus to transfer charges, this is not an automatic process.**
- Students cannot have outstanding financial obligations to the college.
- If there are any schedule changes, you must return to the Business Office to clear your account balance. (Your classes will be purged if there is any remaining balance.)
- If you decide to drop a class(es), you must drop the class(es) in the Records Office (Allman Center, Room 106) by the appropriate deadline (before the 10% point of class).
- If the college cancels a class, you will be refunded 100 percent of that class charge.
- Curriculum sponsored student questions can be addressed to Tonya Atkins at 336.734-7537.
- Continuing Education sponsored student questions can be addressed to Demetria Burton at 336.734.7332

Business Sponsored Student Procedures

Pursuant to N.C.G.S § 115D-39(a), North Carolina law provides a special benefit to employers choosing to pay the full cost of an eligible student/employee's community college tuition. The employer is granted an in-state tuition rate, even when the student/employee does not meet the general requirements for in-state tuition. The law requires the student/employee to work at the employers' North Carolina business location. The burden of proof is on the student/employee to establish that the business is a legitimate North Carolina business approved by the North Carolina Department of the Secretary of State.

Forsyth Tech will require the following to be processed as a Business sponsored student:

- Request for the in-state rate must be on the company letterhead
- A copy of the employee's pay stub
- The completed company sponsorship form. Click the link below or stop by the Cashier's Office, Admissions, or the Records Office to obtain a copy.

Business sponsored student questions can be addressed to Tonya Atkins at cashier@forsythtech.edu or by calling 336.734.7537.