



Company Billing Authorization-Credit Courses

Southeast is asking you to provide private information in order to process your company billing authorization. This information will be used to bill your employer. You are not legally required to provide this information; however, the college may not be able to effectively process your request if you do not provide sufficient information. Access to this information will be limited to school officials, including faculty who have legitimate educational interests in the information. Under certain circumstances, federal and state laws authorize release of private information without your consent: to other schools in which you seek or intend to enroll, or are enrolled; to federal, state or local officials for purposes of program compliance, audit or evaluation; as appropriate in connection with your application for, or receipt of, financial aid; if the information is sought with a court order or subpoena; or as otherwise permitted by other state or federal law.

Company Name: _____

Billing Address: _____

I authorize the following employee's expenses as indicated below while attending classes at Minnesota State College Southeast:

Student Name: _____ Student ID#: _____

Semester (please circle): Fall Spring Summer

Please indicate covered expenses by checking below:

- ☐ Tuition/Fees
- ☐ Books
- ☐ Application Fee (one-time fee)

Authorized By: _____

Signature _____ Date _____

Printed Name/Title _____

Phone _____ Email Address: _____

Please complete and email to accountsreceivable@southeastmn.edu
or mail to:

Minnesota State College Southeast
Attn: Accounts Receivable
1250 Homer Road, Winona, MN 55987