

# LAKE MICHIGAN COLLEGE

## OCCUPATIONAL TRAINING PROGRAM TUITION/BOOKSTORE PAYMENT AUTHORIZATION

\_\_\_\_\_ will pay: Tuition and Fees  maximum amount: \_\_\_\_\_  
(ORGANIZATION)  
Books  maximum amount: \_\_\_\_\_  
Supplies  maximum amount: \_\_\_\_\_

upon invoicing by Lake Michigan College for \_\_\_\_\_ semester \_\_\_\_\_ for the following employee:  
(year)

\_\_\_\_\_ (EMPLOYEE NAME) \_\_\_\_\_ (SOCIAL SECURITY NUMBER)  
\_\_\_\_\_ (STUDENT ID)

### **SEND INVOICE TO:**

\_\_\_\_\_ (ORGANIZATION REPRESENTATIVE) \_\_\_\_\_ (TITLE)  
\_\_\_\_\_ (STREET ADDRESS) \_\_\_\_\_ (CITY STATE ZIP)  
\_\_\_\_\_ (REPRESENTATIVE'S SIGNATURE) \_\_\_\_\_ (DATE) \_\_\_\_\_ (TELEPHONE)

**NOTICE:** Organization representative's signature commits the organization to payment of the total payment due when billed, subject to policies outlined in the Lake Michigan College catalog. This commitment remains whether or not the employee continues employment with the organization, withdraws, or passes the class with a satisfactory grade.

Please mail this form to: Lake Michigan College, Attn: Accounts Receivable, 2755 E. Napier Ave.,  
Benton Harbor, MI 49022, or fax to (269) 927-6585. If you have questions please call (269) 927-8100 ext. 5054.