Sponsorship Billing Process for CSM

The College of Southern Maryland provides a Sponsorship Billing/Tuition Assistance program for their students. The Process is as follows:

Each semester the sponsor/student submits paperwork to CSM with the following information:

1. Company name, billing address, phone number, e-mail, fax and other contact information.
2. Purchase Order, Document, Approval, Authorization or any other number needed to get The invoice processed timely and appropriately for your accounting department.
3. Student name, address, I.D. number and any other information to process the correct student.
4. The classes and/or semester being paid for.
5. The amount that is authorized for billing. This includes Tuition, Fees, Books and Supplies if they will be paid for.

Once this information is received, I will put a protection on the student's account so they do not get dropped for non-payment.

If time is needed to process tuition assistance paperwork, please contact me to discuss a temporary protection until the forms can be processed.

If books and supplies are allowed, the student can come to the Bursar’s Office in LaPlata or either of the Business Offices at Prince Frederick, and Leonardtown, to get a book voucher. Vouchers need to be obtained within 10 days of the start date of the class.

When the add/drop period for the class is over, the billings will be processed and mailed.

Please feel free to contact me if you need any additional information concerning the sponsorship billing procedure.

The Tuition Assistance Program is set up to ensure that the student's tax forms are correct and to protect the sponsor payments in case classes are dropped or cancelled. Please do not sent checks for payment before being invoiced.