Proposed Third-Party Billing Process

Rensselaer AIGC, 04/25/2009
Housing Grants current state wrt Greek system

- Monies allocated specifically for room and board now considered Housing Grants.
- Housing Grants only available to students who live in campus housing and only for costs specific to room and board (excluding dues).
- Beginning Fall 2009, independently-run fraternity and sorority houses considered campus housing for the purpose of Housing Grant eligibility.
- Only current available option for fraternities and sororities to receive Housing Grant monies for eligible live-in students is through Rensselaer Bursar Billing program.
Concerns

- Bursar Billing program implementation and maintenance requires a time commitment from resource-constrained volunteers whose time can be better spent building a better fraternity or sorority.
- Program administration requires annual commitment of time from a Rensselaer administration that has fewer available resources and time.
- Budget analysis process perceived as intrusive.
- Lack of ability to bill dues requires undergraduates and volunteers to build, maintain, and improve two separate money collection processes: one for room/board and one for dues.
- Chapters do not have flexibility in when it receives its accounts receivable monies for room and board: the Bursar Billing service has only one disbursement schedule for all participating chapters.
Principles

- A process that allows chapters to freely budget according to its needs and historical trends while not requiring intrusion on Rensselaer’s part
- A reporting process that gives Rensselaer a level of comfort that Housing Grant funds are, indeed, going towards room and board costs
- The ability for a chapter to choose its own billing service or even continue to function as its own billing service; let us have a billing process that works for all parties and not just for some or one
- The ability for Rensselaer to have the chapter’s room and board costs appear on the Rensselaer tuition bill
Proposed Partner Model for Rensselaer Fraternity / Sorority Billing with Housing Grants

1. Identifies room/board costs and sends details to billing service & Rensselaer
2. Identifies those live-in persons receiving Housing Grants and sends list to billing service
3. Transmits Housing Grant recipient list to Rensselaer
4. Issues tuition bill to student including room/board charges for those receiving Housing Grants
5. Issues housing bill with does separate from room/board
6. Receives bill - Housing Grant
7. Submit room/board/due payment to billing service
8. Student submits billing service statement to Rensselaer/Bursar
9. Rensselaer updates statement to reflect billing service as third-party bill applies Housing Grant credit to third party, reduces initial room/board charges
10. Transmits Housing Grant funds to billing service
11. Billing service credits student’s bill for room/board
12. Transmits received funds to fraternity/sorority
13. Sends disbursed funds report to Rensselaer
14. Receives funds and applies credit to student’s account, if necessary

End
Next steps and timeline

- Submit feedback on proposed process
  - due May 15, 2009 to Eddie Chin ‘94 (eddiechin@alum.rpi.edu)
  - feedback from both alumni and undergraduates encouraged
  - IFC and Panhel to solicit feedback from its stakeholders
- Update process and distribute next draft by May 31, 2009
- Rensselaer to review draft with AIGC or its delegate over the summer
  - Review to take place at VP or above level as determined by DOSO
  - Rensselaer to provide input from its VP-level stakeholders