



## OFFICIAL THIRD-PARTY BILLING/SUBSIDY REQUEST FORM

### TO THE TREASURY DEPARTMENT

Name of Institution \_\_\_\_\_

Address \_\_\_\_\_

### FROM THE EMPLOYEE

Name \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

<p>My child, _____, is applying to Griggs International Academy for the _____ school year, and I would like to request subsidy for them. Please email a letter of confirmation of subsidy to GIA's enrollment office which includes the specific percentage of tuition that your department will cover.</p> <p><b>NOTE: If for any reason you cannot comply with this request, please inform me as soon as possible.</b></p>	<p><b>EMAIL LETTER OF CONFIRMATION TO:</b> ENROLLGIA@ANDREWS.EDU</p>
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Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_