

Checklist for Employees

The payor on the account for the students coming to Excelsior College will be “Spaulding Rehabilitation Network”.

- Employee Letter (template is below) – employees (students) cannot register for a course until a letter of verification is provided to the Bursar’s Office at Excelsior College. It is preferred to have course(s) listed to ensure registration process isn’t delayed but not necessary. If specific courses are not listed on the letter, student must email 3rdPartyBilling@excelsior.edu when they receive course approval so the account can be coded for direct billing.
- One letter per employee must be emailed to 3rdPartyBilling@excelsior.edu

Additional Information:

All employees (students) must:

1. Apply online (select “Spaulding Rehabilitation Network” in the Academic Information of the application, under “are you an employee or association member of one of the following Excelsior College partner organizations?”).
Note: employees (students) applying to the Associate Degree in Nursing must review degree requirements before applying,
<https://www.excelsior.edu/admissions/requirements/nursing-requirements/associate-in-nursing-requirements/>
2. Send in all official transcripts and all required documents for evaluation.
Office of Records and Registration
7 Columbia Circle
Albany, NY 12203
3. The student will be connected with a Partnership Admissions Counselor. Students are to notify their Admissions Counselor when they send in their direct billing letter so the counselor can coordinate any next steps with the Bursar’s office.
4. The first course that all students take will be the Cornerstone course.

Once the letter of verification is received for each employee (student), the Bursar’s Office will apply the letter to the student’s account. The employee will receive an email from the Bursar informing the employee that they can now register for a course beginning with a suggested date. Students will be responsible for paying all fees related to the course at the time of registration.

Invoices are prepared after the Add/Drop period which occurs 6 times per calendar year. The Add/Drop period ends on the 16th day from the course start date. After day 16 of a new course, refunds are no longer available.

Spaulding Rehabilitation Network will send payment directly to Excelsior College:

Excelsior College
Attn: Bursar
7 Columbia Circle
Albany, NY 12203

NOTE: Course Registration is not open year-round for each term. For the list of term start dates and course registration dates, please go to: <https://www.excelsior.edu/calendar/academic/>.

Spaulding Rehabilitation Network

300 1st Avenue

Charlestown, MA 02129

Dear Bursar's Office at Excelsior College:

Please accept this letter as verification of the billing for

This student is an employee with Spaulding Rehabilitation Network and is one of the LPN employees that we are sending to Excelsior's ADN Program.

Billing time frame: _____ (include beginning and end date)

Dollar Amount: \$ _____ (maximum covered)

Spaulding Rehabilitation Network will only cover the cost of tuition. All other fees will be the responsibility of the student.

If you have any questions regarding this individual, please direct those questions to the point of contact on this billing:

Name:

Phone Number:

Email Address:

Sincerely,

Administrator Name

Administrator Title

Phone Number

Email Address