



Project Advance

Annual Direct Billed Enrollment Form (2026-27)

FORM DUE BY SEPTEMBER 8, 2026

Once you enroll to be direct billed, you agree the school district shall paying for all students enrolled in Syracuse University courses through SUPA unless indicated otherwise, e.g. if you are paying for specific students or courses only.

If you are only **PARTIALLY** paying, please contact Ashley Dening (supabilling@syr.edu) before submitting this form.

Rules and Procedures:

- Invoicing will occur immediately following the Drop Deadline. Payment must be received by the due date listed on the invoice.
- Invoices will be sent via email, so please ensure that all email addresses provided for billing are correct and up to date.
- If alternative billing or payment arrangements are needed, please coordinate directly with our business office.
- Please include a copy of your school's W-9 with this form. This will allow us to process any necessary refunds without delay.

High School Name: _____

High School Billing Address: _____

Billing Contact (or BOCES Contact, if applicable):

The person responsible for the invoicing process and who can provide any necessary payment information upon request.

Name: _____ Phone Number: _____

Email: _____ Title: _____

School Contact Information:

The person responsible for making this executive decision within the high school, and who handles registration questions/concerns.

Name: _____ Phone Number: _____

Email: _____ Title: _____

Are you paying the full balance, or a partial balance? (Please check one): Full ☐ Partial ☐

If partial, please state the dollar amount per student that you are paying: \$ _____

Are your payments processed through NYC DOE (Please check one): Yes ☐ Borough: _____
No ☐

Signature: _____

By signing this form, I certify that all information provided is correct to the best of my knowledge and our school district will adhere to all Syracuse University Project Advance terms for Direct Billing.

Please contact us at supabilling@syr.edu immediately if any changes need to be made to this arrangement after submittal of the form. Any changes will need to be approved by Syracuse University.

SUBMIT TO: supabilling@syr.edu