Postsecondary Business Guide

The following information outlines required business documents, reporting requirements, and invoice submission procedures for partner institutions.

Annual Business Requirements

Item	Description
Contract Draft Information	Requested each year for the upcoming school year. Submission deadlines will be provided when requests are distributed.
Tuition and Fees	Requested annually for the upcoming school year. Submission deadlines will be provided when requests are distributed.
Contract	Contracts will be prepared and signed by Windham School District and routed to the institution for signature prior to the start of the new school year.
Budget Request	Requested annually for the upcoming school year. Submission deadlines will be provided when requests are distributed.
W-9 Information	Required for new institutions only. Due prior to the beginning of the school year. The request will include a W-9, New Vendor Information Sheet, Direct Deposit Authorization Form, and Business Office Contact Information form.
Tuition and Fees Invoice	Due within 30 days of the semester certification date.
Postsecondary Education Reimbursement (PSER) Invoice	Due after receipt and verification of approved equipment or items.
PSER Waivers	Due on the first day of each semester.
Texas Success Initiative (TSI) Test Form	To be included in the semester invoice submission.

All documents should be submitted to postsecondary.business@wsdtx.org.