

**Third Party Sponsor  
Billing Agreement**  
University of Delaware

The following form must be completed to provide **authorization for the University of Delaware to bill your Third Party Sponsor** for all or part of your educational expenses. After your request is processed, your student account will reflect a credit for all authorized charges and an invoice will be sent to the contact provided below. ***Please Note: Students must pay any non-sponsored portion of their charges by the due date or a late fee may be assessed.***

**Step 1: Student Information**

Student Name: \_\_\_\_\_ UD Student ID: \_\_\_\_\_  
Student E-mail: \_\_\_\_\_ Student Phone: \_\_\_\_\_

**Step 2: Sponsor Information**

**Billing Information**

Sponsor Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Contact Title: \_\_\_\_\_ Email: \_\_\_\_\_

**Charges covered by the Sponsor**

Full Tuition & Mandatory Student Fees \_\_\_\_\_  
Tuition ONLY or Flat amount \$ \_\_\_\_\_  
Other: \_\_\_\_\_

**Terms Covered:**

Beginning Term: \_\_\_\_\_ Ending Term: \_\_\_\_\_

**Sponsorship/Award Letter:**

Is attached: Yes  No  Was previously submitted on: \_\_\_\_\_

**Step 3: Student acceptance of terms and conditions:** I understand and agree to the following conditions:

- The University of Delaware uses **online billing (only)** and will communicate payment reminder notifications via email to my preferred email.
  - Access my account is available at any time by logging into "My Finances" via UDSIS. Thus, it is my responsibility to know when a payment is due and to make payment according to the University's due date schedule.
- I may be assessed a Late Fee if I fail to make timely payments for all charges not covered by my Sponsor.
- If payment is not received in a timely manner from me or my Sponsor, a hold will be placed on my account preventing any future registration as well as receipt of a transcript or diploma.
- This agreement does not relieve me from any financial responsibility. I am fully liable for charges not paid by my Sponsor.
- Any unpaid balance on my account will be referred to a collection agency and reported to credit bureau organizations. Under such circumstances, I may also be responsible for all attorney's fees, other costs and charges necessary for the collection of any amount not paid when due.

STUDENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

— Return Forms to: [third-party@udel.edu](mailto:third-party@udel.edu)