

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

| | |
|--|-----------------------------|
| <u>Billing Information</u> | |
| Sponsor Name: _____ | |
| Contact Name: _____ | Phone Number: _____ |
| Contact Title: _____ | Email: _____ |
| <u>Charges covered by the Sponsor</u> | |
| Full Tuition & Mandatory Student Fees _____ | |
| Tuition ONLY or Flat amount \$ _____ | |
| Other: _____ | |
| <u>Terms Covered:</u> | |
| Beginning Term: _____ | Ending Term: _____ |
| <u>Sponsorship/Award Letter:</u> | |
| Is attached: Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 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: Mail: Student Financial Services
30 Lovett Ave.
Newark, DE 19716

E-Mail: third-party@udel.edu

Fax: 302-831-4056