



Third Party / Agency Billing Agreement

Student Name: Emplid:

Student Address: Phone:

Email:

Agency Information:

Agency Name: Agency Address:

Billing Semester / Year:

- I have received a copy of FSU's third party / agency billing policy, outlining payment expectations and student responsibilities.
- I have read and understand FSU's third party / agency billing policy and agree to its terms and student responsibilities.
- I authorize the university to release the necessary financial information to include payment history, waivers awarded, any and all financial aid credited, including all grants, scholarships (private and institutional), and stipends. I authorize the university to provide a list of billable charges to include description and cost along with course name and description to my sponsor/agency listed above for the purposes of third party / agency billing contract invoicing.

Electronic Signature:

Important: Save this document to your computer. Complete the required fields, sign electronically, and submit by email.

Office Use Only Below This Line:

Received by: _____

Military Domestic International

Attach Authorization Paperwork

Create / find the org:

Create / find the contract

Determine the rate:

Post Student to the contract

Billing Entered by: _____ Date



Third Party / Agency Billing Agreement

Terms and Conditions

I. Payment Arrangements

The Office of Student Business Services administers billings for university tuition and fees and will bill the agency for tuition and fees only. Upon receipt of the Third Party/Agency Billing Form and Agency Authorization, Student Business Services will post a third party billing to the student's account for the amount the agency has agreed to pay. This is a provisional credit pending payment from the agency. Payment must be received no later than the end of the semester or a \$100.00 late payment fee may be assessed. Fees and charges covered by this Agreement include the per credit hour registration fee, laboratory fee, special student fee, transportation access fee, and other required fees unless the agency notified Student Business Services otherwise. This office does not bill for off-campus housing; however, we are now able to bill for on-campus housing, food service, health insurance, and books. All payments made under this agreement are considered scholarships or grants and are reported in Box 5 on the student's 1098-T.

II. Eligibility

A. An Agent can be a government agency, non-profit association, or corporation. An Agent cannot be an individual, sole proprietorship or partnership.

B. All payments must be made in U.S. dollars and drawn from a U.S. bank.

C. All correspondence must be in English.

D. Accounts with payments which are returned by the bank will be assessed a return check fee and may not be allowed future billing arrangements.

E. Agencies that originally agree to pay a student's tuition and notify FSU after the fee payment deadline of the semester that tuition will not be paid will cause a late payment fee of \$100.00 to be assessed on the student's account and the agency may not be allowed future billing arrangements.

F. Agencies are required to provide the name, student number, and amount for each student with each payment sent to FSU.

G. The Agent and student are responsible for notifying FSU of the correct billing address and contact person.

H. Students with Agency payments that are contingent upon grade(s) received are not eligible for agency billing and tuition must be paid by the regularly scheduled deadline. It is the responsibility of the student to provide their agency with proof of grades, transcripts, and/or proof of enrollment.

III. Payments

A. Payments are to be made by the Agency within 60 days of billing notice to:

Florida State University
Student Business Services
A1500 University Center
Tallahassee, Florida 32306-2394



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IV. Florida State University Third Party / Agency Billing: Student Responsibilities

- A. The student is financially responsible for all tuition and fees upon registration.
- B. The student is required to complete a Third Party / Agency Billing Form and submit it to the Office of Student Business Services each semester by the established date. The form will be considered late after the fifth day of classes and will be subject to penalty including a \$100 late fee. Third Party / Agency Billing Forms are available on the Internet at: <https://studentbusiness.fsu.edu/how-pay/third-party-billings> or at the Office of Student Business Services at A1500 University Center, Tallahassee, FL 32306-2394.
- C. A letter of authorization, voucher or government form from the agency must accompany the Third Party / Agency Billing Form and be submitted to the Office of Student Business Services no later than the fifth day of the semester. Late submissions will be assessed a \$100 late fee.
- D. STUDENTS ARE RESPONSIBLE FOR NOTIFYING FSU'S THIRD PARTY / AGENCY BILLING OFFICE REGARDING ANY CHANGES IN CREDIT HOURS FOR THE SEMESTER.**
- E. Financial aid students who have not completed these requirements by the fifth day of class will have their tuition deducted from their financial aid funds and refunds will not be processed until after the agency has paid all owed tuition and fees to the University. Financial aid students must report this payment as an income source on their application, or upon further evaluation by the Office of Financial Aid, the student may be "over-awarded" and be required to repay financial aid to the University.
- F. Accounts not paid by the agency within two semesters will result in removal of the third party agency billing from your student account. Removal of the third party billing will result in a balance due on your account which will place a financial hold preventing course registration and receipt of official transcripts and diploma until paid. Students may also be assessed a late payment fee.
- G. **FERPA Disclosure:** The Florida State University is prohibited by the federal Family Educational Rights and Privacy Act (FERPA) from releasing class names, descriptions, transcripts, grades, financial aid information, or information about other charges. The student must authorize Student Business Services to release necessary financial information to include payment history, waivers awarded and all financial aid credited, including all grants, scholarships (private or institutional), and stipends. The student must also authorize the University to provide a list of billable charges to include description and cost along with course name and description to his/her sponsor for the purposes of third party / agency contract invoicing. This may include electronic transmission methods (e-mail, fax, etc.), if requested. The student will be responsible for providing this information to his or her sponsor if authorization is not received.
- H. Students are responsible for paying any portion of tuition and fees not covered by the agency by the published deadline to avoid assessment of the \$100 late payment fee.
- I. All payments made under this agreement are considered scholarships or grants and are reported in Box 5 on the student's 1098-T.