



Controller's Office  
The Florida State University

Student Business Services  
1500 University Center A  
Tallahassee, FL 32306-2394  
Ph: (850)644-9452 Fax: (850)644-5142  
[StudentBusiness@fsu.edu](mailto:StudentBusiness@fsu.edu)

## Third Party / Agency Billing Agreement

Student Name:	<input type="text"/>	Emplid:	<input type="text"/>
Student Address:	<input type="text"/>	Phone:	<input type="text"/>
	<input type="text"/>	Email:	<input type="text"/>

### Agency Information:

Agency Name:	<input type="text"/>	Agency Address:	<input type="text"/>
Billing Semester / Year:	<input type="text"/>		<input type="text"/>

- ☐ 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.

\_\_\_\_\_  
Student Signature

Date

### Office Use Only Below This Line:

☐ Received by: \_\_\_\_\_

☐ Military ☐ Domestic ☐ International

☐ Attach Authorization Paperwork

#### International Billings

☐ Place Agency Deferment Contract

☐ Deferment Entered by: \_\_\_\_\_

Date

#### Military and Domestic Billings

☐ Create / find the org:

☐ Create / find the contract

☐ Determine the rate:

☐ Post Student to the contract

☐ Billing Entered by: \_\_\_\_\_

Date



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## 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. Payment must be received no later than the end of the semester or a \$100.00 late payment fee will 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

B. FAX or email payment details, including names and amounts of payments to the attention of the FSU Agency Billing Section: FAX: (850) 644-5142 or E-mail: [StudentBusiness@fsu.edu](mailto:StudentBusiness@fsu.edu)



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### Terms and Conditions

#### 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: <http://controller.vpfa.fsu.edu/forms#SB> 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 end of a semester will be assessed a \$100 late payment fee, if not already assessed. Accounts not paid by the end of the semester may hold up a student's academic progress. These students may not be able to register for classes for the next semester or future semesters, nor will they receive transcripts or diplomas.
- G. Accounts not paid by the Agency within two semesters will have a financial delinquency hold placed on the account, the billing will be cancelled and students may not be allowed to submit Third Party / Agency Billing forms for future tuition. In this case, all tuition and fees become immediately due, and are owed by the student. (e.g. Third Party / Agency Billing for Fall 2014 not paid as of the end of Spring Semester 2015.)
- H. **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.
- I. 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.
- J. All payments made under this agreement are considered scholarships or grants and are reported in Box 5 on the student's 1098-T.