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### **Third Party Billing Arrangement**

The Tampa Campus Student Accounting Office administers third party billing services for University tuition and fees.

#### **Third Party Eligibility:**

1. A third party must be an outside agency, such as a government, non-profit organization, or corporation/business. A third party cannot be an individual.
2. Third party billing cannot be used for reimbursement programs. Agencies requiring such data are considered offering a reimbursement to the student not the University.
3. Third party billing is not contingent on grades, GPA requirements, course completion, semester/hour requirements, or any other contingencies and/or requirements based on the student's performance. Third party billing services will not be provided to agencies requiring any of the above-named criteria. Students will be responsible for payment of tuition and fees by the fifth day of classes.

#### **Authorizations:**

1. In order to provide third party billing services, the Student Accounting Office must be provided with an authorization (a written statement, preferably on agency letterhead) giving the University permission to bill your agency. Examples of authorizations include letters of guarantee, vouchers, purchase orders, letters of credit, tuition assistance forms, etc.
2. Authorizations should contain the following information:
  - Billing Address
  - Contact Person (name, phone#, email)
  - Student's name and U#
  - Specific semesters that will be paid
  - Specific charges that will be paid
3. If an agency does not use a standard letter of authorization, the agency may use the Third-Party Billing Agreement Form located on USF's third party billing website.
4. Authorizations can be mailed, faxed, or emailed to the contact information above. Students can physically drop off their authorizations into the Student Accounting Office, located in SVC 1039.
5. Authorizations must be submitted in accordance with our deadline policies, as indicated in the "Authorization Due Dates" section.

#### **Authorization Due Dates:**

1. Authorizations must be submitted by the **fourth day of classes (before 5 pm)**. The student is responsible for all University due dates and for discussing these dates with the agency so that authorizations are submitted in a timely manner. Students can have their registration cancelled and/or be subject to late fees if authorizations are not submitted timely.
2. An authorization must be submitted for every semester that the student is planning on having their fees paid for by a third-party sponsor.

3. An additional authorization may need to be submitted if the student adds additional courses or accrues additional fees that were not previously authorized to be invoiced.

**Invoicing:**

1. Invoices will be issued to eligible agencies after the fifth day of classes.
2. Billing is based on current registration at the time the invoice is created. The Student Accounting Office may need to send additional invoices for fees/courses added after the first invoice. An additional authorization will need to be submitted if the student accrues additional fees or adds additional courses that were not previously authorized to be invoiced.

**Payments:**

1. Payments **MUST reference the invoice #.** Please send payments to the USF lockbox at:

University of South Florida  
USF Payments – Banner  
PO Box 737442  
Dallas, TX 75373-7442

2. Payments returned by the bank will be assessed a return check fee of \$25. Future billing arrangements may be discontinued for agencies with returned checks.
3. If you would like to send a payment via EFT or WIRE, please contact the Student Accounting Office for more details.

**Payment Due Dates:**

1. For invoices sent at the beginning of term payments are due within 45 days of billing.
2. For invoices sent later in the term payment should be made before the end of the semester.
3. Invoices must be paid in the semester in which they are billed. Semester dates will be noted on invoice. If for some reason an invoice needs to be sent after the semester is over payment will be due within 10 business days.

**Delinquencies:**

1. The student is ultimately responsible for all amounts due on their account. In the event the student's sponsor does not pay the University, the student will be held responsible to pay for all amounts not paid by the sponsor. Until the amounts are paid, the student will be placed on a University hold, restricting their registration and preventing them from attaining a diploma, transcripts, or grades. Unpaid student accounts can be assessed late fees and may be sent to collections.
2. Future third party billing services will be withdrawn and cancelled in the event payment is not received by the payment due date listed above. (For example, if the agency did not pay for the student's tuition and fees for the Fall, billing services will be withdrawn and cancelled for the Spring, etc.)
3. In the event future third party billing services are withdrawn and cancelled, the student will be held responsible for payment for all past due and future debts by the appropriate University due dates.
4. Future third party billing services may be permanently discontinued if there is a pattern of late payments made by the sponsor.

Disclaimer: Information is subject to change.