

University of South Florida
UCO- Student Accounting
4202 E. Fowler Ave, ALN 147
Tampa, FL 33620

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Third Party Billing Arrangement

Student Responsibilities/Information:

1. Students should make themselves familiar with the third party billing process by reading the Agency Billing Overview document provided on USF's third party billing website.
2. Students are responsible for all University due dates and for discussing these due dates with their third party sponsor.
3. Students must submit a letter of authorization to the Student Accounting Office by the **fourth day of classes (before 5 pm)**. If the agency does not have a standard letter of authorization, a Third Party Billing Agreement Form provided on USF's third party billing website may be used.
4. Students that do not submit their paperwork in a timely manner, can be subject to cancellation of registration and will be responsible for all late fees assessed on their account in the event that paperwork is received late.
5. Students must submit an authorization for every semester that they are planning on having their fees paid for by a third party sponsor.
6. An additional authorization will need to be submitted if the student adds additional courses or accrues additional fees that were not previously authorized to be invoiced.
7. Students are responsible for paying any portion not covered by their third party sponsor by the fifth day of classes to prevent cancellation of registration and late fees.
8. Students are responsible for giving their third party sponsor information about their scholarships and awards.
9. The student is ultimately responsible for all amounts due on their account. In the event that 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. Future billing arrangements will be discontinued with the agency and may be permanently discontinued if there is a pattern of late payments. Unpaid student accounts can be assessed late fees and may be sent to collections. The Student Accounting Office will notify the student if the agency does not pay the University.