

Office of the Vice President
and Chief Financial Officer
Finance and Accounting Division
University Bursar
<http://fa.ufl.edu/bursar>

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MEMORANDUM

TO: Students Sponsored by Third Party Donors
FROM: University Bursar
SUBJECT: Letter of Acknowledgement

Effective _____ (Term), University Bursar (UB) will process a Third-Party Donor deferment to cover your tuition plus related fee charges and authorized health insurance premiums to be billed to your sponsor based on documentation provided. Please note that we are unable to bill for other charges such as (Infirmary, Library, etc.). After the first term of sponsorship, UB will automatically bill the sponsor as long as you are registered for classes, a current authorization document is on file and the sponsor is not two terms delinquent in payments for any student. All revised or new authorization documents must be presented to UB prior to the tuition/fee payment deadline for that applicable term. If documentation is received after the deadline date, a late payment charge of \$100.00 may be assessed and added to your debt.

It is your responsibility to know the school's deadline dates for registration and deadline dates for payments. If you register late, a late registration charge of \$100.00 will be assessed and also added to your debt. Payment of late registration and late payment charges will be your responsibility. UB will not bill the sponsor for these charges. Payment of your tuition is a joint responsibility. **If your sponsor's payment becomes two terms delinquent, the balance of the tuition/fees will become your responsibility and your delinquent debt will be reported to a credit bureau and possibly sent to a collection agency.**

After the tuition/fee payment deadline of every term, UB will invoice your sponsor for payment. Included on the invoice will be the following information:

1. Course Number
2. Number of hours
3. Other payments (i.e., waivers)
4. Course cost
5. Last four digits of the social security number (if applicable)
6. Health insurance premiums (if authorized)

The Buckley Amendment protects the privacy of student's records. The above information is considered confidential however it is required by your sponsor.

By signing this document, you acknowledge that you understand and agree with sending the confidential information to your sponsor and that you received a copy of our Third-Party Donor Sponsorship Policy and this memorandum for your records.

Print Name & Sign

UFID#

Date