

Finance and Accounting Division  
University Bursar  
<http://fa.ufl.edu/bursar>

S113 Criser Hall  
PO Box 114050  
Gainesville, FL 32611-4050  
352-392-0181  
352-392-3448 Fax

MEMORANDUM

TO: Students with Third Party Sponsors  
FROM: University Bursar  
SUBJECT: Letter of Acknowledgement

Effective with the \_\_\_\_\_ (Term), the University Bursar (UB) will begin processing a Third-Party Sponsor deferment on your behalf. As a result, your tuition, related fees, and authorized health insurance premiums will be billed to your Sponsor based on documentation that has been provided to us. Please note that we are unable to bill for other charges such as Housing, Student Health Care Center, Library, UF all access charges, etc. After the first term of sponsorship, UB will automatically bill the Sponsor as long as you are registered for classes, have a current authorization document on file, and the Sponsor is not two terms delinquent in payments for any of the Sponsor's students. All revised or new billing 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 added to your debt and your billing authorization may not be accepted.

It is your responsibility to know the university's deadline dates for registration and deadline dates for payments. If you register late, the Registrar will assess their \$100.00 late registration fee that will be 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.** In addition, if all payments from your sponsor are not received by the term of your graduation, a hold will be placed on your account that will prevent the release of grades, transcripts, diploma, and other university services.

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 Family Educational Rights and Privacy Act ([FERPA](#)) protects the privacy of student's records. While the above information is considered confidential, your Sponsor may require it.

By completing 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 Sponsor policy with this memorandum for your records.

Return completed document via fax at 352-392-3448, or mail or return in person at the address above.

Print Name of Sponsor: \_\_\_\_\_

\_\_\_\_\_  
Print Name & Sign

\_\_\_\_\_  
UFID#

\_\_\_\_\_  
Date