



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

S113 Criser Hall  
PO Box 114050  
Gainesville, FL 32611-4050  
352-392-9545  
352-392-3448 Fax

TO: Third-Party Donors

FROM: Terry Wooding, Associate Controller

SUBJECT: University Bursar on Students Sponsored by Third-Party Donors

The following outlines the University of Florida (UF), University Bursar policy on students sponsored by Third Party Donors for payment of tuition and related fees:

1. Under the State University System of Florida Board of Governors, Chapter 7.002, the university president or designee may approve deferred payment when formal arrangements have been made by the student with the University for payment. Each university shall adopt procedures and terms for such deferment.
2. A student who wishes to have his/her tuition and related fees deferred because a third-party has agreed to pay on behalf of the student, must apply at the beginning of the first term by furnishing University Bursar (UB) with a written Letter of Sponsorship on sponsor letterhead, tuition assistance form or a military contract. The authorization document must include the following information:
  - a. Student's Name
  - b. Student's UF ID#
  - c. Authorization time period (i.e., Fall 2018 thru Spring 2022)
  - d. Specific Instructions (i.e., do not bill for labs or will not pay for Summer terms, etc.)
  - e. Sponsor's Billing Address
  - f. Contact Person's Name, Phone #, Fax #, Email Address

UF's Third-Party Sponsor billing policy will be explained to each student. The student will read and sign a form acknowledging he/she understands the policy and possible assessment of late charges. Ultimately, it is the student's responsibility to be sure that payment by the sponsor is made, otherwise, financial holds will be placed on the student's educational records and transcripts.

3. Once the authorization document is reviewed and approved, we will establish a Third-Party Donor billing account. After the add/drop period in each semester,

UB will mail an invoice to the address indicated on authorization document. The invoice will include the following information:

Student's name  
Student UFID#  
Billing term and year  
Payment due date  
Return address  
Course number and credit hours  
Cost per credit hour and per course  
Total amount due

4. A third-party donor's payment of tuition and related fees is not contingent upon a student's academic performance. The student is responsible for the payment of the late registration charge if he/she fails to register for courses by the deadline date published for each term. The student is also responsible for the payment of the late payment charge if he/she does not provide UB with the authorization document by the fee payment deadline of the term. The sponsor will be assessed late payment charges, if the sponsor invoices are not paid by the due date on the invoice.
5. Any third-party donor account that is delinquent by two terms will not be considered in good standing with the University of Florida. This will prevent UB from billing for a third term until the account is up to date on payments. Further details are provided by Rules of the Department of Education, Division of Universities, University of Florida, 6C1-3.0021, Finance and Administration, Third Party Donors, which states the following:
  - a. The University of Florida will not release transcripts or diplomas to students whose third-party donor is delinquent in paying their fees.
  - b. The University of Florida will not accept any new students to be billed to a third-party donor if the third-party donor is more than two terms delinquent in making any payments for which it has indicated it will be responsible.
  - c. The University of Florida will not accept any additional fee charges for current students to be billed to a third-party donor's account if the account is more than two terms delinquent.
  - d. The University of Florida may directly assess a student and pursue collection there for any fees or charges due the University which the third-party donor has failed to pay within a reasonable period. This action will take place after the University determines that collection from the third-party donor has failed.

6. All payments should be mailed to the address on the invoice. If a donor wants to pay by wire or fund transfer, the sponsor should send a written request to the University Bursar's Third Party Contracts unit for the information. Since bank information is strictly confidential, UF's bank information will not be released to students. Payments sent directly to the students will cancel the billing agreement between the third-party donor and the University of Florida.
7. As per the Terms and Agreements as a student at UF, delinquent accounts may be reported to national credit bureaus, referred to collection agencies or litigated. In addition, the costs of additional collection efforts will be assessed, which will increase the amount due.

Please read carefully and if you have any questions, call us at (352)-392-9545.

cc: student

Revised 05/7/18