

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

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

TO: Third Party Donors
FROM: University Bursar
SUBJECT: Students Sponsored by Third-Party Donors

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

1. Under the “Rule of the Florida Department of Education, Board of Trustees, Chapter 6C-7.004, Deferred Payment of Fees”, the university president or designee may approve deferred payment when formal arrangements have been made by the student with the University for payments. Each state 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 2020 thru Spring 2024)
 - 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 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 fee payment deadline of each term, 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. The invoice will not include the following:

Financial Aid awards

A copy of the authorization letter

5. 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.
6. 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 Florida Department of Education, Chapter 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 more than one term 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 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.
7. All payments should be mailed to the address on the invoice. If a donor wants to pay by wire or fund transfer, they should send a written request to the University Bursar's Third Party Contracts unit for the bank information. Since UF's 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.
8. Students at UF have agreed to Terms and Agreements which include that 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 to the student's account which will increase the amount due.

Please read carefully through this document. Sign and return the Third-Party Billing Refunds and Acknowledgement Form attached so that we may proceed with invoicing for your sponsored students. Should you have any questions, please contact our office by email at tpcbilling@ad.ufl.edu or call (352)-392-9545.

Third-Party Billing Refunds and Acknowledgement Form

In the event your organization is due a refund due to dropped courses, withdrawal, or tuition and fees reductions, the refund will be issued by check. To ensure all checks are made payable to the correct party and mailed to the appropriate address, provide the following information:

Remitter Name and Address for Refunds:

I acknowledge that I have read and agree to the University of Florida, University Bursar's Third- Party Billing Policy. I am also aware that any questions I have regarding this policy should be directed to the Third-Party Billing Department by phone at (352)-392-9545 or by email at tpcbilling@ad.ufl.edu.

Name of Organization

Organization's Contact Name	Contact email address	Contact Telephone Number
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Print Name	Title
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Signature	Date
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Return Signed Form To:

Email Address:
tpcbilling@ad.ufl.edu

Mailing Address: University of Florida
University Bursar
PO Box 114050
Gainesville, FL 32611-4050