

# UNIVERSITY of HOUSTON

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## STUDENT FINANCIAL SERVICES

E. Cullen – Room 6  
Houston, Texas 77204-2008  
Phone: 832-842-8890  
Fax: 713-743-5598

### TO BE PROVIDED BY SPONSOR

In order to set up a third party contract with the University of Houston to bill for a student's tuition and fees, our office will need the following information on a company letterhead:

1. A contact person, his/her title, e-mail address, fax number and phone number
2. A mailing address to send bill
3. A list of specific charges covered under the agreement: tuition, mandatory fees, late registration fees, testing fees, room, board, options with dollar amount limitations (maximum to be paid or flat amount to be paid)
4. A promise to pay charges incurred under the agreement
5. Signature of responsible party
6. The names of the student and his/her myUH ID numbers
7. Term for which the sponsorship applies (beginning/ending term)

Sponsors should provide written authorization a minimum of two weeks before classes begin. This will allow adequate time to set up the contract and to avoid any late penalties to the student. **The university will not be able to extend credit to a student whose sponsor authorization letter is received after the 20<sup>th</sup> class day of the Fall/Spring term and after the 4<sup>th</sup> class day of the Summer sessions.**

Written notification from the sponsor withdrawing support for any given semester must be received prior to the first day of class. The sponsor is responsible for notifying the student that the sponsorship has been cancelled and that the student is now responsible for paying his/her bill.

All third party sponsors will be billed after the 20<sup>th</sup> class day of the Fall and Spring terms and after the 4th class day of the second Summer session.

Bills are due 30 days from the invoice date. If payment has not been received by our office within 60 days, the student will be removed from the contract and responsible for payment of fees. The sponsor's agreement with the university will be canceled at the time and the student will be billed for the unpaid balance.

Third party policies and procedures are subject to change. Sponsors will be notified accordingly.

Please mail authorization letter to:

University of Houston  
Student Financial Services  
Attn: Third Party Billing  
9 E. Cullen Building  
Houston, Texas 77204-2008.

If you have any questions, please call (832) 842-8890, fax (713) 743-5598 or e-mail [mmvillar@central.uh.edu](mailto:mmvillar@central.uh.edu).

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### TO BE COMPLETED BY STUDENT

#### 1. Parties:

This agreement is made and entered on this \_\_\_\_ day of \_\_\_\_\_ by \_\_\_\_\_  
Day Month, Year Student's Name & myUH ID  
and between the third party sponsor and the University of Houston.

#### 2. Term, Termination and Amendment:

This agreement shall govern the relationship between the University of Houston, third party sponsor, and

\_\_\_\_\_  
Student's Name

With regard to Spring, Summer and Fall terms, if you wish for the university to bill a third party on your behalf, please submit an email request to Student Financial Services at mmvillar@central.uh.edu or fax to 713-743-5598 before the first due date of each term. Either party may terminate this contract at any time, with or without cause, by giving the other party thirty (30) days written notice to terminate.

3. **Consideration:** The Third Party Sponsor agrees to pay the University of Houston according to the tuition and fee schedule and the terms of the third party agreement on behalf of the student named below for the specified semester by the due date. Students whose accounts are not paid in full may be prohibited from registering for classes until full payment is made. Student accounts that are not paid prior to the end of the term may be denied credit for the work done that term.
4. **Services Expected:** The University of Houston agrees to provide billing statements to the third party sponsor for the amount and term specified. Additionally, any amount due and payable by the student, which is not paid by the third party sponsor by the last day of class, will be billed to the student. The student agrees to pay any amount not paid by the third party sponsor.
5. **Amendments to the Contract:** When awarded, the agreement shall not be changed, modified, altered, or amended in any respect without the mutual consent of the parties hereto, which consent shall be evidenced by a written amendment to the agreement executed by all parties.
6. **Venue:** VENUE FOR THIS TRANSACTION lies in the City of Houston, Harris County, Texas. All agreement terms and provisions are governed by the State of Texas and are to be interpreted insofar as the laws and Constitution of the State of Texas allows.
7. **Dispute Resolution:** The dispute resolution process provided for in the Texas Government Code Chapter 2260 shall be used, and is incorporated herein, by the university and the student and third party sponsor involved in an attempt to resolve any unresolved claim for breach of contract arising under this agreement and made by the student and third party sponsor.
8. **Responsibility:** Student is responsible to monitor their account to make sure that credit is posted accordingly. If credit is not reflected for the enrolled term, it's the student responsibility to contact the university third party representative.

Name \_\_\_\_\_ myUH ID \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_