UNIVERSITY of **HOUSTON**

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 20th class day of the Fall/Spring term and after the 4th 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 20th 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.

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TO BE COMPLETED BY STUDENT

1.	Parties:					
	This agreement is made and entered on this	day of __		_by		
		ay	Month, Year	Student's Name & myUH ID		
	and between the third party sponsor and the L	iniversity (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 thir					
		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.		_				
	in any respect without the mutual consent of t	-	hereto, which cons	ent shall be evidenced by a written		
_	amendment to the agreement executed by all		Harris Ca	All consent to make and		
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		myU	JH ID		
	Signature		Date	e		

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