

# UNIVERSITY of HOUSTON

## THIRD PARTY BILLING INSTRUCTIONS

**A. Initiating Sponsorship Payments:** To have University of Houston bill for a student's tuition and fees, please provide the following information on 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 and 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)

**Note:** Sponsors should provide written authorization a minimum of two weeks before the first official class day for the term. The university will not be able to temporarily defer tuition for any student's whose sponsor authorization letter is received after the 12<sup>th</sup> class day of the Fall/Spring term or after the 4<sup>th</sup> class day of the Summer term. Failure to provide written authorization may result in late penalties to the student.

**B. Withdrawal of Sponsorship:** Written notification from the sponsor withdrawing support for any given term must be received prior to the official 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.

**C. Billing Dates:** All third-party sponsors will be billed after the 20<sup>th</sup> class day of the Fall and Spring terms and after the 4<sup>th</sup> class day of the second Summer term.

**D. Payment Due Date:** Bills are due 30 days from the invoice date. If payment has not been received by our office within 60 days of the invoice date, the student will be removed from the contract and responsible for payment of fees. Failure to make adequate payment may result in cancellation of the Sponsor's agreement with the university and the student will be billed for the unpaid balance.

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

Please mail authorization letter to:

University of Houston  
Student Business Services  
Attn: Third Party Billing  
4302 University Drive Room 9  
Houston, Texas 77204-2008

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

# UNIVERSITY of **HOUSTON**

**Mailing Address:**

Student Business Services  
4302 University Drive Room 9  
Houston, Texas 77204-6033

**Phone:** 713-743-1010 Option 6

**TO BE COMPLETED BY  
STUDENT**

- 1. Student Submission Requirement:** For any term in which you wish University of Houston to bill a third-party on your behalf, you must submit a request to Student Business Services via email [tpcbilling@uh.edu](mailto:tpcbilling@uh.edu) before the first due date of each term.
- 2. Results of Third Party Not Paying:** 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 required by the student. The student agrees and acknowledges that they must pay any amount not paid by the third-party sponsor. Further, the student will be subject to the financial policies of Student Business Services, which may be found in the student handbook.
- 3. Services Expected:** The University of Houston provides billing statements to the third-party sponsor for the amount and term specified.
- 4. 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.
- 5. Consent.** To the degree necessary, Student Business Services will release student information to the third-party sponsor for billing purposes in accordance with reasonable third-party requirements.

**BY SIGNING BELOW, I ACKNOWLEDGE THAT I UNDERSTAND THE CONTENTS OF THIS DOCUMENT AND THE RESPONSIBILITY IMPLIED HERE WITHIN.**

Name: \_\_\_\_\_ MyUH ID: \_\_\_\_\_

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_