

UNIVERSITYof **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 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: _____