

### Third Party Contract Agreement:

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

1. A contact person, their title, e-mail address, fax number and phone number.
2. An address for billing statements
3. A list of specific charges covered under the agreement: tuition and mandatory fees, and thesis, late registration fees, testing fees, room, board, options, etc. 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 their ID numbers
7. Semester Sponsorship applies (Beginning Semester/Ending Semester)

Sponsors should provide written authorization a minimum of two weeks before classes begin to provide adequate time to set up the contract and to avoid any late penalties. **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 Fall/Spring and after the 4<sup>th</sup> class day for Summer sessions.**

A 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 their bill.

All third party sponsors will be billed after the 20<sup>th</sup> class day for the Fall and Spring semesters. During the Summer, bills will be sent after the fourth class day of the second summer session.

Bills are due thirty days from the invoice date. If payment has not been received in our office within 60 days, the student will be removed from contract and responsible for his bill. 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 (713) 743-5581, fax (713) 743-5598 or e-mail [mmvillar@central.uh.edu](mailto:mmvillar@central.uh.edu).

Sincerely,

Melissa M Villarreal  
Financial Assistant II  
Student Financial Services  
University of Houston