

Third-Party Tuition Deferment Letter of Acknowledgment

Dear (Student),

Effective _____(term), Student Business Services (SBS) will process a Third-Party Donor deferment to cover your tuition and related fee charges to be billed to your sponsor based on documentation provided. Please note, we are unable to bill for other charges. After the first term of sponsorship, SBS will automatically bill the sponsor as long as you are registered for classes, a current authorization document is on file, and the sponsor is not two terms delinquent in payments for any student. All revised or new authorization documents must be presented to SBS, prior to the tuition/fee payment deadline for that applicable term. If documentation is received after the deadline date, a late payment charge of \$100 may be assessed and added to your debt.

It is your responsibility to know the school's deadline dates for registration and deadline dates for payments. If you register late, a late registration charge of \$100 will be assessed and added to your debt. Payment of late registration and late payment charges will be your responsibility. SBS will not bill the sponsor for these charges. Payment of your tuition is a joint responsibility. **If your sponsor's payment becomes two terms delinquent, the balance of the tuition/fees will become your responsibility, and your delinquent debt will be reported to a credit bureau and possibly sent to a collection agency.**

After the tuition/fee payment deadline of every term, SBS will invoice your sponsor for payment. Included on the invoice will be the following information:

- Course Number
- Number of hours
- Other payments (i.e. waivers)
- Course Cost

The Buckley Amendment (FERPA) protects the privacy of student's records. The above information is considered confidential; however, it is required by your sponsor.

By signing this document, you acknowledge that you understand and agree with sending the confidential information to your sponsor and that you received a copy of our Third-Party Donor Sponsorship Policy with this letter for your records.

Student Signature _____ **Date** _____