Florida International University
Third Party Entity Billing Form

Florida International University (“FIU) has agreed to submit the FIU tuition and fee invoice applicable to the FIU Student (“Student”) listed below directly to the Student’s designated third party entity (“Third Party Entity”) for payment. However, the Student must agree that he/she shall be liable for timely payment(s) of any tuition and fees that are not paid by the Third Party Entity within the required deadline. The Student shall also be required to timely submit any and all documentation required by FIU to invoice the Third Party Entity, including the documentation outlined in this Form. Set forth below is a summary of the terms and time frames for payment.

Student Name: ________________________________
Student Panther Identification Number: ________________________________
Student Telephone No: ________________________________
Student E-Mail Address: ________________________________

Student’s Designated Third Party Entity:
Name:____________________________________________________
Address:____________________________________________________
Telephone No.____________________________________________________
Facsimile No.____________________________________________________
E-Mail Address____________________________________________________
Contact Information____________________________________________________

TERMS AND CONDITIONS APPLICABLE TO THIRD PARTY BILLING BY FIU:

I. General Terms:

The Student’s execution of this Third Party Entity Billing Form shall constitute an acknowledgement and agreement that he/she is responsible for timely payment(s) of any and all tuition, fees or other sums that are due and owing from the Student to FIU. If the Third Party Entity referenced herein does not timely pay any amounts due to FIU from the Student of any tuition, fees and/or Student Financials Office costs due, FIU shall not be responsible for pursuing payment from the Third Party Entity.
In order for FIU to invoice the Student’s Third Party Entity on the terms outlined in this Form, the Student shall be required to complete and provide the following documents to the Student Financials Office no later than the third (3rd) day after each applicable semester:

(a) **Third Party Entity Billing Form** – The Student must complete all of the information required on the Third Party Entity Billing Form and submit it to the FIU Student Financials Office. If the Student’s Third Party Entity shall only be responsible for a portion of the tuition and/or fees due to FIU, the Student or his/her Third Party Entity must notify FIU in writing immediately.

(b) **Student Request** – Any Student completing this Third Party Entity Billing Form request must provide FIU with a signed statement confirming that the Student agrees to have FIU directly submit all required documentation pertaining to the Student to the Third Party Entity.

(c) **FERPA Waiver Form** – The Student must execute a FERPA Waiver form authorizing FIU to release any of the Student’s information required by the Third Party Entity for the purposes outlined herein.

(d) **Changes in Credit Hours** – Students are responsible for timely notifying the Student Financials Office in writing regarding any changes in credit hours that shall impact billing for the applicable semester.

(e) **Third Party Payment Authorization** – A signed letter from the Third Party Entity detailing the amount they have agreed to pay on the Student’s behalf and any conditions placed on payment, if any.

(f) **Other** – Any other documentation that may be required by the FIU Student Financials Office to complete this transaction.

Financial Aid Students must report the Third Party Entity payment as an income source on their application so that the Student is not over-awarded tuition and fees. If the Student is inadvertently over-awarded any tuition or fees by FIU, the Student shall be required to immediately repay the over-award amount to FIU by remitting reimbursement to the FIU Student Financials Office.

Financial Aid Students must complete the above requirements within the required time outlined in this Agreement. Otherwise, FIU shall deduct the Student’s outstanding tuition and fees due from the Student’s financial aid funds. Further, refunds may not be processed until after the Third Party Entity has paid any tuition and fees due and owing from the Student to FIU in full.

Third Party Billing Forms and documents received by FIU from Students after the published FIU payment due date as shown in the FIU Academic Calendar may not be processed and shall be assessed a $100 late fee. Additionally, accounts not paid in full by the end of the applicable semester shall be assessed a $100 late payment fee, if not already assessed.
The Student should provide a copy of this completed Third Party Entity Billing Form to the Third Party Entity to insure they are informed of the terms and conditions provided herein.

II. Payment Arrangements:

The FIU Student Financials Office administers billing for FIU tuition and fees and will bill the Third Party Entity for tuition and fees. Payments must be made by the Student’s designated Third Party Entity within thirty (30) days after the date of FIU Student Financial Services Billing Notice to the Third Party Entity.

Accounts not paid in full by the end of the applicable semester may delay a Student’s registration for future FIU classes and the Student shall also be subject to applicable FIU policies and procedures regarding non-payment of tuition and fees.

Accounts that are not paid by the Student and/or Third Party Entity(ies) within two semesters after the payment due date shall have a financial delinquency hold placed on the Student’s account. Also, the Third Party Entity Billing Form shall be automatically cancelled and void. Further, the Student may be precluded from submitting an application for Third Party Entity billing for future tuition. In this event, all outstanding tuition and fees shall be immediately due and payable in full to FIU.

Unless specified otherwise by the Third Party Entity, fees and charges covered by this Agreement include, but are not limited to, the tuition per credit hour registration fees, laboratory fees, special student fees, and other required fees.

The Student Financials Office will not bill the Third Party Entity for off-campus housing, food service, books, etc.

III. Eligibility:

A Third Party Entity may be a government agency, non-profit association, or corporation.

A Third Party Entity cannot be an individual, sole proprietorship or partnership.

All payments must be made in U.S. dollars and drawn from a U.S. bank.

All correspondence must be in English.

If payments are returned by the FIU banking institution, the Third Party Entity may not be allowed future billing arrangements for any other Student and the Student’s account will be assessed a return check fee.

Third Party Entities that originally agree to pay a Student's tuition and subsequently notify FIU after the published university fee payment deadline for the semester that tuition will not be paid, shall cause a late payment fee of $100.00 to be assessed on the Student's account and the Third Party Entity may not be allowed future billing arrangements.
Third Party Entities are required to provide the Student’s name, the Student’s Panther ID and the payment amount on each check or other acceptable form of payment sent to FIU.

The Third Party Entity and Student are responsible for providing FIU with the correct billing address and contact person at the Third Party Entity.

Third Party Entity payments may not be contingent upon grade(s) received or matriculation milestones.

By executing this Third Party Entity Billing Form, the Student acknowledges and agrees to the terms and conditions set forth above and the Student confirms that he/she has read the terms and conditions and understands same.

____________________________________
Student Signature
Student Name: _______________________
Student Panther ID No.: ________________