



## Student Third Party Billing Authorization

Upon a student's request, Augusta University (AU) will invoice/bill a Third Party (i.e. the Armed Forces, International, Private and Public Service agencies) based on the requirements for billing and/or invoicing for tuition and fee items on the student bill, which the sponsor will pay directly to AU, in support of a student. To take advantage of this service, the student must complete this authorization.

### Third Party FERPA Disclosure:

AU is prohibited by the Federal Family Educational Rights and Privacy Act (FERPA) from releasing education records such as class names, descriptions, transcripts, grades, financial aid information, or information about other charges. By signing below, the student authorizes AU to release necessary financial and educational information, in the manner requested, to the sponsor for the purposes of Third Party Invoicing/Payment (to include electronic transmission methods). This only applies to cases where it is mandatory for the University, in place of the student, to supply the information.

### Terms and Conditions:

All Third Party contracts must be received in the Business Office no less than 14 days prior to the first day of class to guarantee processing. Upon receipt of this signed agreement and the student's Third Party contract, a Third Party credit will be applied to the student's account. AU will invoice the Third Party sponsor after the drop/add period for the term for all contracted tuition and fee amounts. If the sponsor payment is not received within 60 days of the invoice date, the Third Party credit may be removed. In such a case, the student will be responsible for payment in accordance with AU and Board of Regents policy, as the liability for payment of tuition and fees ultimately lies with the student. Unpaid balances can result in a hold, which may prohibit future enrollment, access to grades, transcripts and diploma releases. If the account is submitted to our collection agency, the student will be responsible for any collection costs associated with the case. Future Third Party credits cannot be posted until current sponsorships are paid in full. AU reserves the right to refuse any Third Party contract application if it is not in the best interest of the University.

### Student Information:

Student ID: \_\_\_\_\_  
Last Name: \_\_\_\_\_  
First Name: \_\_\_\_\_  
Third Party Name: \_\_\_\_\_  
Third Party Contact: \_\_\_\_\_  
Third Party Phone #: \_\_\_\_\_

***By signing below, I agree to the Third Party FERPA Disclosure and Terms and Conditions as they are outlined above. This authorization approves the release of necessary information for all semesters in which I receive sponsorship from the Third Party entity designated above.***

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

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

Questions about this form should be directed to the Business Office at (706)737-1767.

Business Office