

Office of Student Financial Services Third-Party Billing FAQs:

1. What is Third-Party billing?

When a sponsor outside of Howard University makes a commitment to pay your educational expenses, they are classified as Third-Party payor. This commitment acts as Promise of Payment from the sponsor.

2. What is required for a student to be classified as a Third-Party student?

For a student to be classified as a Third-Party student the student must submit the Third-Party Billing documents. These documents include the Third-Party billing contract along with the Award/Authorization letter provided by the Payor. The Third Party Billing contract can be found [here](#) on the Student Financial Services website.

3. When are the Third-Party Billing documents due and how is it submitted?

The Third-Party Billing documents is due by the bill due date of the academic term the student is requiring the invoice to be provided. Only one contract is required for the academic year. Both the Third-Party Billing Contract & Authorization are accepted via e-mail: Thirdparty@howard.edu.

4. What is a Billing authorization?

A billing authorization may be a letter (on company letterhead), purchase order, or voucher in which a sponsor commits to pay designated educational expenses for you. The authorization from the sponsor should include the following:

- Student's Name
- Howard University ID #
- What expenses will be covered
- The dollar amount they will pay
- The Term/Dates of Sponsorship
- Contact/Authorizing Name, Phone number, email address, and Billing address

The sponsor and student are responsible to ensure that an authorization is received by the billing due date to avoid late and/or deferred payment fees. Please ensure the student's Howard ID is on the authorization form to ensure it is applied to the correct account.

5. Why are the Billing Contract and Authorization required?

The contract is required to ensure Howard follows the Federal Education Rights & Privacy Act. This act prevents private educational records (financial account information as it relates to Third Party) from being released without the student's permission. The authorization is required to ensure the invoice includes the required information to be included in the invoice as well. The authorization is the actual "Promise to Pay" from the payor.

6. What is the deadline to submit the billing authorization?

Billing authorizations must be submitted by the bill due date. Contracts & Authorizations must be submitted by the bill due date to ensure efficient invoicing. Beginning 2019-2020, billing authorizations WILL NOT be accepted for previous academic years. The student will need to work with the agency to receive funds.

7. What if I do not submit my billing authorization & Third-Party Billing contract by the deadline?

In the case that the authorization & contract are not received by the billing due date, the invoice will be delayed, and late fee's may be assessed. The student will be required to pay the late fee.

8. Why are the payors billed after the add/drop period?

Many students add or drop classes during the add/drop period. Since changes in registration often correlate with changes in tuition charges, Howard waits until after this period ends to ensure that all invoices are accurate. This delay is considered when considering late fees on the sponsored portion of a student's tuition.

9. Are payors billed for all charges listed on my billing statement?

Payors are billed based on what is indicated on the Third-Party Billing Contract only. Due to the Family Educational Rights & Privacy Act, Howard is only allowed to release information the student grants permission for us to release.

10. Can I get a refund if my account shows a credit balance?

This answer varies based on the individual sponsor and their requirements.

11. When is the invoice due?

The invoice is due 30 days after being provided to the sponsor. The student is notified via their Howard e-mail if the payment is not received by the invoice due date.

12. What happens if my payor does not pay?

If the invoice remains outstanding for greater than 60 days, the student will be required to pay the balance on the account. If the payment arrives after the payment is made, the student will be reimbursed for the payment. Balances must be \$0.00 by the end of the invoiced term.

13. What happens if the payor will not pay until the end of the term?

The student will be required to pay the balance and be reimbursed when the payor issues their payment.

14. If I am unable to pay the balance, am I allowed to enroll into future terms?

No. If the balance is not paid by the time enrollment begins, a financial hold will be placed onto the student's account until the balance is paid in full.