Howard University will extend a memo credit(s) to students who present written authorization from a third party/sponsoring company (parents and relatives are not considered as a third-party sponsor) for payment of tuition and/or fees on their organization or corporate letterhead. Please note, we do not extend credit for third-party payments that are contingent upon course completion or a specific grade.

All letters are subject to review/approval and must include the following information:

- Students name
- Student ID number
- Semester(s)/Academic Year covered
- Number of credits covered
- Dollar or percentage limit (tuition and/or fees), if applicable
- Sponsoring company's name, billing address, contact person and telephone number

Students must also complete a Howard University Third Party billing contract available here. Completed letters/forms are not accepted via e-mail.

Third-party Contracts for the Fall 2021 only will be accepted beginning July 1, 2021 until Monday, August 9, 2021; Spring only contracts accepted beginning December 1, 2021 until Monday, January 3, 2022. Fall 2021 invoicing begins September 6, 2021 and will end October 1, 2021. Spring 2022 invoicing begins January 24, 2022 and ends March 4, 2022. If the contract and authorization are not submitted during the above listed acceptance period, the student will be responsible for ensuring the balance is paid in full and the invoice will be provided with the next term invoicing period.

Third Party Billing contracts are only to be submitted once to avoid duplication. Third Party updates are sent the Howard Bison E-mail only.

All Third-party checks should be made payable to Howard University and sent to:

Howard University
Office of the Bursar
2400 Sixth Street, NW - Suite 218
Washington DC 200059
ATTN: Third-party Student Financial Coordinator

All documentation must be submitted during by the specified dates for each term.

Late submission will cause the student to receive penalties due to non-payment which can include late payment fee, course enrollment cancellation or being placed on financial hold. If your sponsor is only paying a portion of your charges, the student is responsible for payment
of the difference by the provided billing due date. If payment is not received for your share of the charges by the due date, a late payment fee may be assessed.

If the student’s sponsor is issuing reimbursement after completion of your coursework, tuition and fees cannot be deferred, and the balance must be paid in full by the billing due date.

If the student’s enrollment is adjusted after the invoice has been provided, the student must notify the Bursar’s Office immediately to request a new invoice is provided to ensure the bill is paid in full. If notification is not made, the student will be responsible for the balance remaining after the payor has made payment. A second invoice can be issued to the payor, but a request must be made.

Invoices are not provided directly to the student. Billing information is available in e-pay and BisonWeb under the Student account summary.

NOTE: Once your contract has processed, depending upon the authorization amount a memo credit will appear on your student account. This memo credit will be listed in e-pay as Expected Financial Aid. It is common for the balance to reflect as $0.00 due to the memo credit being placed. This does not mean that Howard University has received payment on your behalf. Payment received will reflect in your e-pay under the payor’s name. A payment confirmation will be issued via e-mail to the student upon receipt of the payment.

Payment is not guaranteed until funds are received by the University from your sponsor. If payment has not been received by the end of the fiscal year, your contract will be void and the memo will be removed. Thus, students are ultimately responsible for the contracted balance if their sponsor does not pay in a timely manner. Howard University reserves the right to discontinue future third-party billing for agencies that are delinquent in making payment. Your account may be assigned to a collection agency, due to non-payment.