How to Complete a Sponsored Student Agreement Form

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Select “Student Billing” Menu

Select “Sponsored Student Agreement”
How to Complete a Sponsored Student Agreement Form

Student ID, Name, University Email Address, will be entered automatically.
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Answer these questions to verify if you should fill out this form

If you are being sponsored by a foreign state government/entity or using Veterans Educational Benefits, you will be prompted to contact the respective University Departments for assistance.
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Select your Third Party Sponsor Name from drop-down box
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Some sponsors issue the Billing Authorization or Letter of Credit to students directly:

After you have selected one of those Third Party Sponsor, you will be prompted to upload the billing authorization/Letter of Credit.
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Please read the Third Party Billing Process below:

- Receiving Sponsor Billing Authorization & Placing of Conditional Credit on Student Accounts
- Invoicing Third Party Sponsors
- Receiving Payment from the Third Party Sponsors

Receiving Sponsor Billing Authorization & Placing of Conditional Credit on Student Account:

Upon receipt of the Sponsor’s Billing Authorization, the University’s Bursar’s Office - Third Party Team reviews the submitted information to determine if it meets guidelines for processing.

We will conditionally credit your account as long as we receive a letter of authorization by the first billing due date.

***If the billing authorization is received after the first due date, the balance owed is subject to late and service charges while it is outstanding.

If the Sponsor’s Billing Authorization is approved, the student’s account is conditionally credited for the expected amount of the sponsor payment, based on the information provided on the Billing Authorization.

If a sponsor payment is dependent on the student’s credit hours load, registration status, approved course load, classes, or other factors, the student’s account is continuously adjusted to reflect those changes.

***Third Party Billing does not invoice for Bookstore Program charges because we do not receive the receipts from the Bookstore, and books/supplies may be returned at any time.

Each campus bookstore administers separate billing authorizations for sponsors who would like to be invoiced for books/supplies.

Invoicing Third Party Sponsors:

After Denvers Campus’s Census Date, The Third Party Billing Team begins invoicing all third party sponsors (Sponsor Billing Invoices).

Students’ accounts may subsequently be adjusted due to online/hybrid courses, registration status, or other factors.

Once the Third Party Sponsor receives the invoice(s) from the Third Party Billing Team payment is immediately due.

The Third Party Sponsor can either pay more or less than the amount that is conditionally placed on the student’s account based on the information provided on the Sponsor Billing Invoice.

Receiving Payment from the Third Party Sponsors

In the case that a Third Party Sponsor pays more or less than the amount that is conditionally placed on the student’s account, the Third Party Billing Team will coordinate with the Third Party Sponsor and/or the student to clarify the discrepancy.

- If the Third Party Sponsor pays less than the conditional credit on the student’s account, the student’s conditional credit will be reduced and the student may owe a balance to the University.
- If the Third Party Sponsor pays more than the conditional credit on the student’s account, the student’s conditional credit will be increased pending approval from the student’s Third Party Sponsor.

***If Third Party Sponsor does not pay in a timely manner, the student’s conditional payment is subject to removal and the student will be responsible for the balance.

I have read and understand the Third Party Billing Process Overview for Students *

☐ Yes ☐ No

Bursar’s Office
UNIVERSITY OF COLORADO DENVER | ANSCHUTZ MEDICAL CAMPUS
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Please read and acknowledge each statement under the Student Acknowledgement and Authorization.

Use the Signature Tool to sign the form and click “Submit” to have the form sent to Bursar’s Office – Third Party Billing Team.

Student Acknowledgement and Authorization

Please note that this Acknowledgement will be valid throughout the time period listed on the Billing Authorization or Letter of Credit unless written notification is received regarding sponsorship eligibility status.

- I understand that the sponsor payment that I see on my student account is a conditional credit and may change due to registration status, sponsored status, and any financial aid.
- I understand that University of Colorado Denver | Anschutz Medical Campus Bursar’s Office will invoice my sponsor for the approved tuition and fees-related charges.
- I understand that if my billing authorization is received after the Denver’s Campus Census Date, I am responsible for late and service charges.*
- I understand that University of Colorado Denver | Anschutz Medical Campus Bursar’s Office – Third Party Billing will invoice my third party sponsor after the Denver’s Campus Census Date.
- I understand that electronic/paper billings may be sent to my student email or mailing address for any amounts not covered by my sponsor.*
- I understand that I am responsible for making timely payments for all charges that are not covered by my sponsor, and will be subject to late and service charge according to the Disclosure in the UCDAccess Portal.
- I understand that I am responsible for monitoring my student account via UCDAccess and contacting the Bursar’s Office – Third Party Billing Team if there are any issues.
- I understand that if a payment is not received in a timely manner from my Third Party Sponsor, I become responsible for the conditional credit placed on my student account.
- I understand that I have to notify the Bursar’s Office of any changes to my third party sponsor status and/or contact information.*
- I understand that Third Party Sponsorship does not relieve me from any financial responsibility to University of Colorado Denver | Anschutz Medical Campus. I am non-payment.*
- I understand that any unpaid charges left on my student account are subject to collection action and collection costs including reasonable attorney’s fees and all expenses.
The process is now complete.