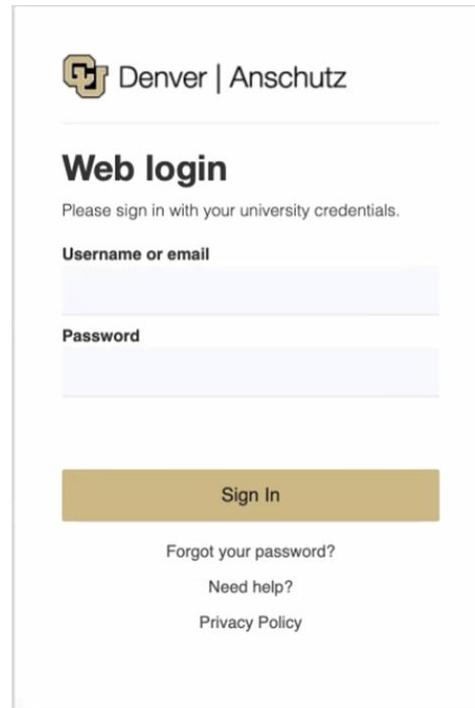


# How to Complete a Sponsored Student Agreement Form



The screenshot shows a web login interface for UC Denver | Anschutz. At the top left is the UC Denver logo followed by the text "Denver | Anschutz". Below this is a horizontal line. The main heading is "Web login" in bold. Underneath is the instruction "Please sign in with your university credentials." There are two input fields: "Username or email" and "Password". Below the input fields is a gold "Sign In" button. At the bottom, there are three links: "Forgot your password?", "Need help?", and "Privacy Policy".

Log in to **UCDAccess**, <https://passport.ucdenver.edu/login.php>

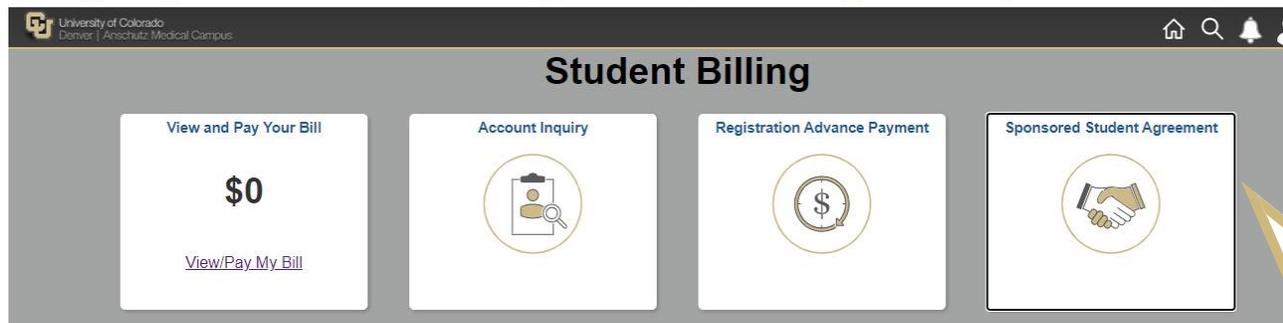
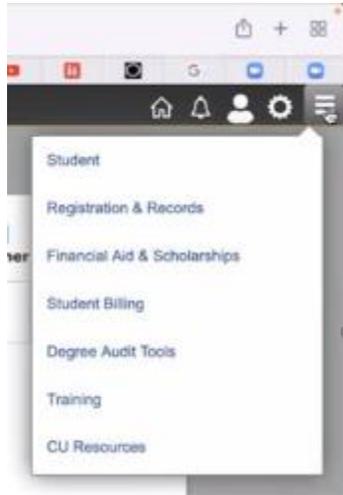


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## How to Complete a Sponsored Student Agreement Form

Select 3 Lines to access Drop-Down Menu. Then Select "Student Billing"



Select "Sponsored Student Agreement"



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## How to Complete a Sponsored Student Agreement Form

Student ID, Name,  
University Email  
Address, will be  
entered  
automatically



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## Third Party Student Agreement

#### Student Information

<b>Student ID*</b> <input type="text"/>	<b>University Email Address*</b> <input type="text"/>
<b>First Name*</b> <input type="text"/>	<b>Secondary Email Address</b> <input type="text"/>
<b>Last Name*</b> <input type="text"/>	<b>Phone*</b> <input type="text"/>

#### Third Party Sponsor Information

**Are you being sponsored by a foreign state government or entity?\***

Yes  
 No

**Are you using Veterans Educational Benefits, such as Post 9/11 GI Bill, Chapter 31 (Vocational Rehab), Chapter 1606, or others?\***

Yes  
 No



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## How to Complete a Sponsored Student Agreement Form

Answer these questions to verify if you should fill out this form

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### Third Party Student Agreement

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**Student Information**

<b>Student ID*</b>	<b>University Email Address*</b>
<input type="text"/>	<input type="text"/>
<b>First Name*</b>	<b>Secondary Email Address</b>
<input type="text"/>	<input type="text"/>
<b>Last Name*</b>	<b>Phone*</b>
<input type="text"/>	<input type="text"/>

---

**Third Party Sponsor Information**

**Are you being sponsored by a foreign state government or entity?\***

Yes  
 No

**Are you using Veterans Educational Benefits, such as Post 9/11 GI Bill, Chapter 31 (Vocational Rehab), Chapter 1606, or others?\***

Yes  
 No

**If you are being sponsored by a foreign state government/entity or using Veterans Educational Benefits, you will be prompted to contact that respective University Department for assistance**

## How to Complete a Sponsored Student Agreement Form

Select your Third Party Billing Sponsor Name from drop-down box

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### Third Party Student Agreement

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**Student Information**

Student ID\*

University Email Address\*

First Name\*

Secondary Email Address

Last Name\*

Phone\*

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**Third Party Sponsor Information**

Are you being sponsored by a foreign state government or entity?\*

Yes

No

Are you using Veterans Educational Benefits, such as Post 9/11 GI Bill, Chapter 31 (Vocational Rehab), Chapter 1606, or others?\*

Yes

No

Please Select your Third Party Sponsor:\*

If your Sponsor is not listed, you may not need to fill out this form. Please contact the Bursar's Office Third Party Billing department at [thirdpartybilling@ucdenver.edu](mailto:thirdpartybilling@ucdenver.edu) with any questions.

## How to Complete a Sponsored Student Agreement Form

Some Third Party Billing Sponsors issue the Billing Authorization or Letter of Credit to students directly:

If you have selected one of those Third Party Billing Sponsor, you will be prompted to upload the Billing Authorization/Letter of Credit

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### Third Party Student Agreement

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**Student Information**

<b>Student ID*</b> <input type="text"/>	<b>University Email Address*</b> <input type="text"/>
<b>First Name*</b> <input type="text"/>	<b>Secondary Email Address</b> <input type="text"/>
<b>Last Name*</b> <input type="text"/>	<b>Phone*</b> <input type="text"/>

---

**Third Party Sponsor Information**

Are you being sponsored by a foreign state government or entity?\*

Yes  
 No

Are you using Veterans Educational Benefits, such as Post 9/11 GI Bill, Chapter 31 (Vocational Rehab), Chapter 1606, or others?\*

Yes  
 No

Please Select your Third Party Sponsor:\*

EDASSIST - CENTURYLIJ ▾

If your Sponsor is not listed, you may not need to fill out this form. Please contact the Bursar's Office Third Party Billing department at [thirdpartybilling@ucdenver.edu](mailto:thirdpartybilling@ucdenver.edu) with any questions.

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**Please add a copy of your voucher below:**

Voucher\*



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## How to Complete a Sponsored Student Agreement Form

Please read and  
acknowledge The  
Third Party Billing  
Process

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 continually 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 Denver 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 Invoices.*

**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



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## How to Complete a Sponsored Student Agreement Form

Please read and click the checkbox next to each statement under the Student Acknowledgement and Authorization

Use the Signature Tool to sign the form

*You can choose to Print the document for your records*

Click "Submit" to have the form sent to the Bursar's Office – Third Party Billing Team

**Student Acknowledgement and Authorization**

Please note that that this Acknowledgement will be valid throughout the time period listed on the Billing Authorization or Letter of Credit at the University of Colorado Denver | Anschutz Medical Campus – Third Party Team 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 academic performance.
- 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 that 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 accrual (see 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, then 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 The University of Colorado Denver | Anschutz Medical Campus. I am responsible for all 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.

Student's Signature \*



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## How to Complete a Sponsored Student Agreement Form

The process is now complete.



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