Third Party Billing - Interested Sponsor Guidelines

What is needed to set-up third party billing/direct bill with the Bursar’s Office – Third Party Billing Team?

CU Denver | Anschutz Medical Campus Bursar's Office - Third Party Billing Team requires interested third party billing organizations to submit billing authorization for students they are sponsoring. We accept the following documents as billing authorizations:

- Purchase Orders or Authorizations
- SF182s
- Letter of Credits
- Vouchers

If your organization does not issue any of these documents, we require the following information on organizational letterhead:

- Student Name and CU Student ID (If you do not have the student’s CU Student ID, please provide the student’s Date of Birth)
- Semesters you intend to pay for the student
- What charges your organization will pay

Sponsors can choose to pay for certain tuition and mandatory fee charges based on their organizational policies. The charges that your organization will pay must be clearly stated. Here are some examples of charges that sponsors pay:

- Tuition, all mandatory fees, and insurance charges
- Tuition and some mandatory fees charges
- Tuition charges only
- Pre-approved course’s tuition

Should Third Party Billing consider College Opportunity Fund (COF), tuition grants, grants, scholarships, tuition remissions, and/or graduate assistantships, in the calculation of how much to bill your organization?

Some organizations like to be the last funding source for a student if the student receives financial aid. This reduces the amount that the organization has to pay towards a student’s educational costs and to prevent a student from receiving a refund. Please list the type(s) of funding sources that you would like for us to consider when invoicing your organization. This information must be clearly stated on the billing authorization.

- How your organization would like to be invoiced
  - Billing cover sheet
  - Billing cover sheet with individual student invoices
  - Individual student invoices
• Your organization’s standardized billing invoices (this will have to be provided when the billing authorization is sent to the Third Party Billing team)

If an invoicing method is not listed on the billing authorization, your organization will receive individual student invoices as a default.

• How your organization would like to receive billing invoices from Third Party Billing (mail, email, or fax)?

• How your organization would like to pay for the University (check or wire transfer)

• How your organization would like to handle credit (refund) balances that are due back to the organization when a student receives additional funding sources or make registration changes

Third Party Billing can issue refund checks back to the organization or we can issue the credit balance to the student as a student refund. The University is unable to hold credit balances for past or future semester charges.

If a credit balance method is not listed on the billing authorization, then organizational refund checks will be processed as a default.

• Contact Person(s) for general inquiries and payment inquiries

If your organization requires explanations of mandatory fees, please contact Third Party Billing via email at thirdpartybilling@ucdenver.edu.