

Bursar's Office – Third Party Billing Team Interested Sponsor Information 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 student(s) that they are paying tuition/fee charges for. We accept the following documents as billing authorizations:

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

If your organization does not issues any documents, then we require the following information on organizational letterhead that details the following information:

- **Student Name and UCD Student ID**
If you do not have the student's UCD Student ID, please provide the student's Date of Birth (DOB).
- **Term(s)/Semester(s) you intend to pay for the student**
- **What your organization will pay for?**

Sponsors can choose to pay for certain tuition and mandatory fee charges based on their organizational policies. The charges that your organization will pay for have to be clearly stated on the billing authorization.

If your organization requires explanations of mandatory fees, please contact the Bursar's Office – Third Party Billing via email at thirdpartybilling@ucdenver.edu.

- *Here are examples of charges that sponsors pay for:*
 - Pre-approved course's tuition
 - Tuition charges only
 - Tuition and all mandatory fees charges
 - Tuition and some mandatory fees charges

- **Should Bursar's Office – 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?**

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.

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.

- **How would your organization 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 Bursar's Office – 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 would your organization like to receive sponsor billing invoices from the Bursar's Office – Third Party Billing?**

- Mail
- Email
- Fax

- **How your organization would like to pay for the University?**

- Check
- Wire Transfer

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

Bursar's Office – 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.

Bursar's Office – Third Party Billing is unable to hold credit (refund) balances for past or future semester charges.

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

- **Contact Person**

- General Inquires

- Payment Inquiries (if that person is different)

How can your organization submit the billing authorization or letter?

The billing authorization can be submitted via one of these four methods listed below:

Email: thirdpartybilling@ucdenver.edu (in PDF format)

Fax: 303-315-1805

Mail:

University of Colorado Denver | Anschutz Medical Campus
Bursar's Office - Third Party Billing
PO Box 173364
Campus Box 131
Denver, CO 80217

Student: If your organization gives the billing authorization to the student directly, the student can submit their billing authorization, as a PDF, via their UCDAccess Portal under “Pay Your Bill” heading and click “Sponsored Student Agreement”

What can I expect when the Bursar's Office Team receives the billing authorization/letter?

Once the billing authorization has been received, the Bursar's Office – Third Party Billing Team will review it to ensure that it meets the guidelines of a tuition and fee third party billing relationship.

If the billing authorization is **approved**:

- The Bursar's Office – Third Party Billing Team will place a conditional credit on the student account of what we expect to receive from the organization based on the information listed in the letter
- The Bursar's Office – Third Party Billing Team invoices the organization after the semester's drop/add period (**Census Date**) has passed
- The organization remits payment directly to the Bursar's Office – Third Party Billing Team after receiving the invoice (an organization can contest charges)
 - Payment is due regardless of the students' grades and other registration factors
- The organization's payment will be used to reimburse the University's conditional credit