

**Student Financial Services (SFS)
 Third Party Billing Application 2019/2020**

SFS must receive a new form at the start of each academic year. If there are any changes during the academic year a new form must be submitted. Forms with insufficient or missing information may be rejected. Additional information can be found at northwestu.edu >Financial Aid > select the program you are enrolled in > Paying Your Bill >Third Party Billing.

Section A: Student Information

First Name _____ Last Name _____ NU Student ID # _____
 Phone # _____ Have you previously received third party payment while attending NU? (Circle one): Yes - No - Unsure
 For the 2019/2020 academic year will you need* (circle one): Invoice/Itemized statement...Which term(s)? Fall '19 Spring '20 Summer '20
 If you will need a course list, please contact the Registrar's Office at registrarsoffice@northwestu.edu OR print from your Eagle Account

Section B: Information About Your Third Party

Organization & Tuition Reimbursement program name _____
 Contact person full name and title _____
 Email _____ Phone # _____

Third Party Billing Specifications & Details: Please provide a *detailed & clear* description of the funding/sponsorship arrangement.

Which terms will sponsorship/funds be sent? How much will you receive each term? What is the total/limit?

Fall 2019 \$ _____ Spring 2020 \$ _____ Summer 2020 \$ _____
 Academic Year Total \$ _____ OR Calendar Year Total \$ _____

Check the box(s) to indicate which fees the organization will pay: Tuition Course fees Student Activity fee Travel/Trip fees
 Housing Printing/Copying Other _____

Specify fees which will NOT be covered: _____

Are funds sent to NU or the student? _____ (Payments to NU must include the student's name, id #, and the term which the payment applies. Otherwise payments posted to your account may be delayed or not posted at all.)

Include any specific instructions that should be noted by Student Financial Services. _____

Section C: Financial and Other Information Release

If this form and/or the third party authorization is received by SFS after the add/drop period, your account will be subject to late fees. The student is responsible for paying all charges not covered by the third party by or on the first day of the term to avoid late fees. If for any reason the third party does not pay the invoiced charges, the student is responsible for paying the outstanding balance before registration for subsequent terms.

If the student is applying for or receiving financial aid, he/she must report any third party payment amounts on their award letter or contact SFS. Third party payments may affect the financial aid awarded to student.

Northwest University reserves the right to refuse or cancel any Third Party Billing Applications at any time if it is not in the best interest of the University.

By filling out, signing and submitting this form, I understand that I authorize Student Financial Services to discuss and disclose to the named third-party on this form, information such as but not limited to: course names, descriptions, credits, transcripts, grades, financial aid information, owing balance, credits, and payments, as needed to service my account (or for the purpose of securing payment of tuition and fees). This Authorization will remain in effect indefinitely until Student Financial Services receives a written notice from me requesting otherwise.

Student Signature _____ Date _____

(Digital Signatures Are Not Valid)

SFS OFFICE: Date Received ____/____/____