

**Student Financial Services (SFS) Third Party Billing Application 2020/2021**

If a third party requires an invoice or itemized statement from SFS please submit the following before the end of the add drop period. 1) Third Party Billing Application (this page). 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. 2) The billing Authorization from your third party, this may be a Letter of Credit, Voucher, etc. Additional information can be found at [northwestu.edu](http://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 \_\_\_\_\_ Are you receiving Financial Aid?  Yes  No  
 Phone # \_\_\_\_\_ NU Student ID # \_\_\_\_\_ Do you need:  Invoice OR  Itemized Statement

For a course list, please contact the Registrar's Office at [registrarsoffice@northwestu.edu](mailto:registrarsoffice@northwestu.edu) OR print from your Eagle Account.

**Section B: Information About Your Third Party**

Organization & Tuition Reimbursement program name \_\_\_\_\_  
 Contact person's full name and title \_\_\_\_\_  
 Email \_\_\_\_\_ Phone # \_\_\_\_\_

**Third Party Billing Specifications & Details** - Provide a *detailed & clear* description of the funding/sponsorship arrangement.

How much sponsorship/funds will you receive each semester? What is the total/limit for the Academic or Calendar Year?

Fall 2020 \$ \_\_\_\_\_  Spring 2021 \$ \_\_\_\_\_  Summer 2021 \$ \_\_\_\_\_  
 Academic Year Total \$ \_\_\_\_\_ OR  Calendar Year Total \$ \_\_\_\_\_

Charges the organization will pay:  Tuition  Course fees  Student Activity fee  Printing/Copying  Travel/Trip fees  
 Housing  Other \_\_\_\_\_

Funds will be sent to:  Student  NU (Include student's name, id #, and applicable term, to avoid delayed or missing payments.)

**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:  Complete - Date Received \_\_\_\_/\_\_\_\_/\_\_\_\_  Incomplete