

Student Financial Services (SFS) Third-Party Billing Application 2024/2025

Third-Party Billing requires the following 2 documents to be submitted before the last day of the add/drop period:

- 1) Third Party Billing Application (this form) submitted once per academic year. Forms with insufficient or missing information may be rejected.
- 2) Billing Authorization from the third party: this may be a Letter of Credit, Voucher, etc. If the third party does not provide an authorization, a representative signature *will* be required in "Section B".

Additional information: www.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 # _____

Are you applying for or receiving any form of Financial Aid? No Yes (If Yes, you must report any third-party payment amounts on your Award Letter or contact SFS. Third-party payments may affect the financial aid awarded).

I need: Invoice Itemized Statement Course List (Contact Registrar's Office or print from your Eagle Account)

Section B: Information About Third Party

Organization & Tuition Reimbursement Program Name: _____

Contact Person's Full Name, Title, Email, and Phone #: _____

Charges the organization will pay: Tuition Course Fees Student Activity fee Housing Travel/Trip Fees Printing fees

How much sponsorship/funds will you receive each semester:

Total/limit for the Academic or Calendar Year:

<input type="checkbox"/> Fall 2024	<input type="checkbox"/> Spring 2025	<input type="checkbox"/> Summer 2025
\$ _____	\$ _____	\$ _____

<input type="checkbox"/> Academic Year Total	<input type="checkbox"/> Calendar Year Total
\$ _____	\$ _____

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

If the third party does not provide an authorization, a representative signature *is* required to verify section B is currently accurate.

Representative Signature _____ Date _____

(Digital Signatures Are Not Valid)

Section C: Financial and Other Information Release

If the Application and/or Authorization is received by SFS after the add/drop period, my account will be subject to late fees. I am 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, I am responsible for paying the outstanding balance before registration for subsequent terms.

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 completing, signing, and submitting this form, I understand that I am authorizing 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)