



Colorado State University

Third Party Sponsor Billing Service

Student Frequently Asked Questions

What is CSU's Third Party Sponsor Billing Service?

The **Sponsor Billing Service** enables a third party sponsor or non-related entity to pay for student charges at CSU.

Who is a sponsor?

A sponsor is any government agency, business, embassy, foreign government, CSU department, third-party trust fund or other non-related entity that agrees to pay for all or part of a student's expenses while at Colorado State University.

Can a sponsor request be denied?

Yes. Generally, sponsor requests are approved. However, examples of reasons for the request being denied are:

- The sponsor has restrictions that conflict with university billing processes, such as payments made only after grades are posted
- The sponsor has a history of slow or non-payment.

What charges may be billed to a Sponsor?

Sponsors may be billed for mandatory education-related charges only. Other charges require Special Authorization.

Examples of Mandatory Charges:

Tuition
Differential Tuition
General Fees
Course Fees
University Technology Fee
University Facility Fee
College Technology Charge
College Material Fees
Vet Hospital Facility use Fee
Sponsor Billing Service Charge
International Sponsor Charge
SEVIS Charge
Continuing Education
Tutoring
Professional Program Assessment
Placement Exams

Examples of Charges Requiring Special Authorization include:

Books and Supplies
CSU ID Charges (New Only)
Health Insurance
Health Charges
Locker Fees
New Student Charge
Parking Permits
Internet Connect Fee
Study Abroad Charges
Resident Hall (Room & Board)
Apartment Rent (Full term, billed at beginning of term)
International Students MUST have pre-approval for all on-line classes

What charges will NOT be billed to a Sponsor?

Non-educational and optional charges will not be billed to a sponsor. Typical charges that are excluded include fines and Short Term Loan repayments.

International Students must have pre-approval for all on-line classes.

When should I submit my request?

Your sponsor's authorization must be received before the first due date of the semester to avoid late charges. You are responsible for paying as billed until your authorization is received.

Colorado Opportunity Fund (COF)

The College Opportunity Fund (COF) provides a stipend to eligible Colorado resident undergraduate students. The stipend pays a portion of the student's base tuition. Additional information is available at the CSU Registrar's Office: <http://registrar.colostate.edu/students/tuitionfees/definitions.aspx>

Eligible undergraduate students must authorize the payment of the stipend to their Colorado State University student account **each semester**.

Unless the sponsor provides a specific billing authorization for the payment of full Base Tuition, we will only bill the sponsor for the Student's Share of tuition and not the state-funded portion for which the student is eligible to receive a stipend.

How do I submit my request?

-Have your sponsor complete and sign a [Sponsor Billing Authorization Form](#).

Or

-The sponsor may submit an official letter or other authorizing document. The document must define:

Student full name
CSU ID
Period covered
Maximum amount of coverage
Types of charges covered or not covered
Billing address of sponsor
Contact person and phone number

Are there special processes for TA's for Military students?

All military Students should turn in their TA's, SF182, AF 1227 or other TA paperwork directly to the office listed below.
Ro_militaryta@mail.colostate.edu

VA post 911 students will need to contact Glen Vance or Marc Barker at the VA office on the CSU Campus

Glen.Vance@colostate.edu 970-491-6995 or Mark.Barker@colostate.edu 970-491-1342

My sponsor will pay for my books. How does the Bookstore get this information?

When a sponsor authorizes billing for books, the Accounts Receivable Office will forward your name, student number and authorized amount to the Bookstore approximately two weeks before the start of the semester. Prior to purchasing your books, you should contact staff at the book information counter on the west side of the Bookstore. The Bookstore staff will explain specific purchasing procedures.

Should I send my statement directly to my sponsor?

No, keep it for your records. Your account will be credited when your sponsor's authorization is received. After registration closes for the semester, an invoice will be sent to your sponsor for payment.

I am a Graduate Assistant. How do I receive tuition credits?

In most cases, your department will notify the Accounts Receivable Office. After notification, a transfer of charges will be posted to your account with a description of "Transfer to Third Party sponsor". Contact your department if the expected credit has not been posted.

What happens if I have more than one sponsor?

You may have multiple sponsors. However, the CSU Sponsor Billing Program will bill up to, but not exceed, 100% of qualified, approved charges.

In cases of multiple sponsors, you may decide which sponsor pays for charges and how much they should pay (up to the amount authorized by the sponsor). You must contact the Accounts Receivable Operations at the above address if you have special instructions.

What happens if my sponsor does not pay all or part of the billed amount?

The student is ultimately responsible for all charges incurred at Colorado State University. If your sponsor does not pay an invoice as billed, CSU will notify you and request assistance in contacting the sponsor. If payment is still not received, the unpaid charges will be transferred back to your account. You will then be responsible for paying the charges as defined by the CSU Billing Statement.

Is there a charge for this service?

Yes. Due to increased administrative costs for this special billing service, a nominal mandatory charge of \$50 (Sponsor Billing Service Charge) will be assessed each term to all sponsors that have requested direct billing. If the sponsor is unable to pay this charge, the \$50 will be billed directly to the student or if the sponsor does not pay the charge as billed, the charge will be transferred to the student's account.

What is the International Sponsor Charge?

This charge is assessed to international sponsors. If you are an international student and want more information about this charge, contact the Office of International Programs at (970) 491-5917 <http://www.international.colostate.edu/>

What is the SEVIS Charge?

SEVIS is an acronym for: **S**tudent and **E**xchange **V**isitor **I**nformation **S**ystem

This charge is assessed to all International students to fund compliance with the foreign student tracking system mandated by Congress. For more information, contact the Office of International Programs at (970) 491-5917.

If I have questions, who do I contact?

If you have any additional questions, please call Accounts Receivable Operations, 970-491-2697 or 1-800-491-4622 ext. 9. Visit us at our Web Page: <http://busfin.colostate.edu/aroweb/home.aspx>