

Colorado State University

Accounts Receivable

Instructions For Sponsor Billing Authorization Form

Who May Participate in this Program?

Students may participate in this program if they meet the following criteria:

- They are currently accepted or registered at Colorado State University
- Their student account is current
- The sponsor is a non-related third party
- The Sponsor Authorization Form is completed at least five business days prior to first billing due date

What are the student's responsibilities under this program?

The student retains financial responsibility for all charges to their account. Charges will be transferred to non-related sponsors; however, the transfer does not release you, the student, of financial responsibility should the sponsor not pay.

Directions for Completing Form:

- Student Profile: To be completed by student.
- Sponsor Profile: To be completed by sponsor or sponsor's agent.
- Key fields:
- Contact person: A contact person to discuss questions about the sponsorship or billing information.
 - Billing address: The address the billing statement will be addressed to.
 - Sponsor Ref #: The purchase order or other reference number that you would like our invoice to reflect.
 - Student ID #: The student's identification number in your records that you would like our invoice to reflect.
- Educational Charges Covered: To be completed by sponsor or sponsor's agent.
Mark charges to be covered. Enter maximum dollar amount covered in appropriate column if you would like to limit the sponsored amount.
- Special Billing Requests: To be completed by sponsor or sponsor's agent. Reference special billing requirements for your system. **We will attempt to comply with your request, but cannot meet all requests.**
- Billing Authorization: To be completed by sponsor or sponsor's agent. This section authorizes Colorado State University to bill the sponsor's account rather than the student's account for the specified period. A signature is required by the sponsor or sponsor's agent.
- Sponsor Billing Service Charge: Participation in the Third Party Sponsor Billing Service includes a **MANDATORY \$50** charge, per student, assessed to the sponsor each term sponsor billing occurs.