MEMORANDUM

TO: Students Sponsored by Third Party Donors  
FROM: University Financial Services  
SUBJECT: Letter of Acknowledgement

Effective _____________ (Term), University Financial Services (UFS) will process a Third-Party Donor deferment to cover your tuition and/or fee charges to be billed to your sponsor based on documentation provided. After the first term of sponsorship, UFS will automatically bill the sponsor as long as you are registered for classes, a current authorization document is on file and the sponsor is not two terms delinquent in payments for any student. All revised or new authorization documents must be presented to UFS prior to the tuition/fee payment deadline for that applicable term. If documentation is received after the deadline date, a late payment charge of $100.00 may be assessed and added to your debt.

It is your responsibility to know the school’s deadline dates for registration and deadline dates for payments. If you register late, a late registration charge of $100.00 will be assessed and also added to your debt. Payment of late registration and late payment charges will be your responsibility. UFS will not bill the sponsor for these charges. Payment of your tuition is a joint responsibility. If your sponsor’s payment becomes two terms delinquent, the balance of the tuition/fees will become your responsibility and your delinquent debt will be reported to a credit bureau and possibly sent to a collection agency.

After the tuition/fee payment deadline of every term, UFS will invoice your sponsor for payment. Included on the invoice will be the following information:

1. Course Number  
2. Number of hours  
3. Other payments (i.e., waivers)  
4. Course cost

The Buckley Amendment protects the privacy of student’s records. The above information is considered confidential however it is required by your sponsor.

By signing this document, you acknowledge that you understand and agree with sending the confidential information to your sponsor and that you received a copy of our Third-Party Donor Sponsorship Policy and this memorandum for your records.

Print Name & Sign  
UFID#  
Date

The Foundation for The Gator Nation
An Equal Opportunity Institution
May 3, 2006

TO: Third-Party Donors

FROM: Ruth E. Harris, Assistant Controller

SUBJECT: University Financial Services on Students Sponsored by Third-Party Donors

The following outlines the University of Florida, University Financial Services policy on students sponsored by Third Party Donors:

1. Under the “Rule of the Florida Department of Education, Board of Trustees, Chapter 6C-7.004, Deferred Payment of Fees”, the university president or designee may approve deferred payment when formal arrangements have been made by the student with the university for payments. Each university shall adopt procedures and terms for such deferment.

2. A student who wishes to have his/her tuition deferred because a third-party has agreed to pay on behalf of the student, must apply at the beginning of the first term by furnishing University Financial Services (UFS) with a written Letter of Sponsorship, tuition assistance form or a military contract. The authorization document must include the following information:
   a. Student’s Name
   b. Student’s UF ID#
   c. Authorization time period (i.e., Fall 05 thru Spring 08)
   d. Specific Instructions (i.e., do not bill for labs or will not pay for Summer terms, etc.)
   e. Billing Address
   f. Contact Person Name, Phone #, Fax #, Email Address

   At this time, we will explain our Third-Party Donor billing policy. The student will read and sign a form acknowledging he/she understands about the possible late charges and that it is a joint responsibility to be sure that payment is made.

3. Once the authorization document is reviewed and approved, we will establish a Third-Party Donor billing account. After the fee payment deadline of each term,
UFS will mail an invoice to the address indicated on authorization document. The invoice will include the following information:

- Student’s name
- Student UFID#
- Billing term and year
- Payment due date
- Return address
- Course number and credit hours
- Cost per credit hour and per course
- Total amount due

4. A third-party donor’s payment of tuition is not contingent upon a student’s academic performance. The student is responsible for the payment of the late registration charge if he/she fails to register for courses by the deadline date published for each term. The student is also responsible for the payment of the late payment charge if he/she does not provide UFS with the authorization document by the fee payment deadline of the term.

5. Any third-party donor account that is delinquent by two terms will not be considered in good standing with the University of Florida. This will prevent UFS from billing for a third term until the account is up to date on payments. Further details are provided by Rules of the Florida Department of Education, Chapter 6C1-3.0021, Finance and Administration, Third Party Donors, which states the following:

   a. The University of Florida will not release transcripts or diplomas to students whose third-party donor is more than one term delinquent in paying their fees.

   b. The University of Florida will not accept any new students to be billed to a third-party donor if the third-party donor is more than two terms delinquent in making any payments for which it has indicated it will be responsible.

   c. The University of Florida will not accept any additional fee charges for current students to be billed to a third-party donor’s account if the account is more than two terms delinquent.

   d. The University of Florida may directly assess a student and pursue collection there from for any fees or charges due the University which the third-party donor has failed to pay within a reasonable period. This action will take place after the University determines that collection from the third-party donor has failed and further action against same is deemed unwarranted.
6. All payments should be mailed to the address on the invoice. If a donor wants to pay by wire or fund transfer, they should send a written request to UFS for the bank information. We will not give students this information. Payments sent directly to the students will cancel the billing agreement between the third-party donor and the University of Florida.

7. A student with a delinquent tuition balance for more than two terms could be sent to a collection agency and reported to the Credit Bureau. In addition, assignment to a collection agency would increase the amount due.

Please read carefully and if you have any questions, call us at (352)-392-9545.