

Office of Finance and Administration
Finance and Accounting Division
University Financial Services
<http://fa.ufl.edu/ufs/>

S113 Criser Hall
PO Box 114050
Gainesville, FL 32611-4050
352-392-0181
352-392-3448 Fax

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.