UF | UNIVERSITY of FLORIDA

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

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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