

Third Party Direct Payment Agreement

The University of Denver must receive a renewed and/or updated Third Party Direct Payment Agreement (TPPA) form each academic year. Also, if there is a change in student eligibility during an academic year from an employer, embassy or other sponsoring agency, a new form must be submitted. All agreements received after the second week of the term will be subject to a \$100 late processing fee. **The student is responsible for paying all charges not covered by the third party by the billing due date. If for any reason the third party does not pay the invoiced charges, the student is responsible for paying the outstanding balance before registration for subsequent terms.**

The TPPA is to be completed by the student and the third party agency. With submission of the TPPA to the Bursar's Office, the student and Third Party Agency understand and agree to the billing and payment procedures outlined below.

1. The student will submit a TPPA prior to the beginning of the academic year or term in which third party coverage begins. All agreements received after the second week of the term will be subject to a \$100 late processing fee.
2. The student is responsible for paying all charges not contracted by the third party by the billing due date. If for any reason the third party does not pay the invoiced charges, the student is responsible for paying the outstanding balance before registration for subsequent terms. Requests for billing the third party agency will be denied if payment is not received by the end of the covered term.
3. The student understands with submission of the TPPA he/she is authorizing the release of financial information to the said employer, embassy or other sponsoring agency for the purpose of securing payment of tuition and fees.
4. If the student is applying for or receiving financial aid, he/she must report any third party payment amounts on their award letter or contact the Office of Financial Aid. Third party payments may affect financial aid awarded to student.
5. The third party agency agrees to the following:
 - a. Will accept standard invoicing from the University of Denver for covered charges either by email, mail or fax. Invoices will be sent approximately four weeks prior to the beginning of the term.
 - b. Will make payment immediately upon receipt of the University's invoice, and that payment is not contingent upon the student's grades.
 - c. Payment will be made by wire, check, ACH, or cash only. Please include student information on all payments. The University does not accept credit cards for Third Party Direct payments.
 - d. Certain compliance issues will prevent contract acceptance.
 - e. The University reserves the right to cancel this agreement at any time.

Please return page 2 of TPPA to Bursar's Office

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To Be Completed By Student

Name: _____ Student ID or Soc Sec # _____
(last) (first)

Address: _____
(street) (city) (state) (zip code)

Telephone: (____) _____ (____) _____ email: _____
(daytime) (evening)

To Be Completed By Third Party Agency

Third Party Agency Name: _____ Billing Contact Name: _____

Street Address: _____

Billing Address (either street or email): _____

Billing Contact Telephone: (____) _____ Fax: _____

Billing Contact Email: _____

1. Please indicate the amount covered by Third Party Agency for *Academic Year (August – July)*.

All billed charges _____ Percent (check one) 100 ___ 75 ___ 50 ___ Other _____

Dollar Maximum _____ Term Distribution (if applicable) _____

2. Please indicate type of charges covered (tuition, mandatory fees, room and board, etc.)

3. List any restrictions or sponsorship limits that may prevent compliance with DU billing and payment procedures:

(Certain compliance issues will prevent contract acceptance. For complete list of Third Party Billing and Payment procedures refer to page one of this agreement)

Authorized Signature

Date

Upon completion of registration the student agrees to pay the total amount of tuition and other charges set forth. If the student withdraws or is required to withdraw from the University for any reason, in accordance with University Policy all remaining tuition and other charges are immediately due and payable. All amounts paid after the due date may accrue interest at the rate allowed by law. Additionally, the student understands with submission of the TPPA he/she is authorizing the release of financial information to the said employer, embassy or other sponsoring agency for the purpose of securing payment of tuition and fees.

This agreement is signed in Denver, Colorado on

Student Signature

Date

2197 S. University Blvd, U-Hall #223, Denver, Colorado 80208 303-871-4944 FAX 303-871-4401

Office Use Only: Date Received: _____