

Student Name: _____

Banner ID: _____

Third Party Billing Authorization

Students receiving payment from a third party must submit this completed form, as well as a letter of authorization/financial guarantee from the Sponsor to the Student Accounts office prior to the beginning of a covered semester. It is the student's responsibility to ensure that all documentation provided by the sponsoring agency is received by Student Accounts. Failure to do so could result in late payment fees or registration holds for the student.

The letter of authorization must be sent on company letterhead and contain an authorized official's signature. The letter must include:

- Student's name and Banner ID
- Sponsoring agency's name and billing address
- Billing contact name, telephone number, and email address
- Description of charges covered, i.e. tuition, mandatory fees, health insurance, housing, etc.
- Semester to be covered

Letters of authorization should be emailed to stuaccts@buffalostate.edu or mailed to:

SUNY Buffalo State
Student Accounts, MOOT 260
1300 Elmwood Avenue
Buffalo, NY 14222-1095

Terms & Conditions

Letters of authorization are subject to review and approval by a third-party billing coordinator. Upon approval of the contract, the sponsored student's account will be noted.

Please be advised that SUNY Buffalo State is not responsible for any requirements between the sponsoring agency and the student. Therefore, payment authorization cannot be conditional, and must not be contingent upon the student's grades or submittal of any forms/reports.

All payments must be made directly to the college, not to the student. Payment is due within 30 days of invoice submittal. If the bill is not paid in full or is paid late by the sponsoring agency, it is the student's responsibility to pay all charges.

I agree to the terms above and authorize Buffalo State to provide an invoice of my charges to:

(Name of Sponsoring Agency)

_____(Student Signature) _____(Date)

Questions regarding third-party billing can be directed to: (716) 878-4121 or stuaccts@buffalostate.edu