



Colorado State University

Third Party Sponsor Billing Service

Sponsor Frequently Asked Questions

What is CSU's Third Party Sponsor Billing Service?

The **Sponsor Billing Service** enables a third party sponsor or non-related entity to pay for student charges at CSU.

Who is a sponsor?

A sponsor is any government agency, business, embassy, foreign government, CSU department, third-party trust fund or other non-related entity that agrees to pay for all or part of a student's expenses while at Colorado State University.

Can a sponsor request be denied?

Yes. Generally, sponsor requests are approved. However, examples of reasons for the request being denied are:

- The sponsor has restrictions that conflict with university billing processes, such as payments made only after grades are posted
- The sponsor has a history of slow or non-payment.

What charges may be billed to a Sponsor?

Sponsors may be billed for mandatory education-related charges only. Other charges require Special Authorization.

Examples of Mandatory Charges:

Tuition
Differential Tuition
General Fees
Course Fees
University Technology Fee
University Facility Fee
College Technology Charge
College Material Fees
Vet Hospital Facility use Fee
Sponsor Billing Service Charge
International Sponsor Charge
SEVIS Charge
Continuing Education
Tutoring
Professional Program Assessment
Placement Exams

Examples of Charges Requiring Special Authorization include:

Books and Supplies
CSU ID Charges (New Only)
Health Insurance
Health Charges
Locker Fees
New Student Charge
Parking Permits
Internet Connect Fee
Study Abroad Charges
Resident Hall (Room & Board)
Apartment Rent (Full term, billed at beginning of term)
International Students MUST have pre-approval for all online classes

What charges will NOT be billed to a Sponsor?

Non-educational and optional charges will not be billed to a sponsor. Typical charges that are excluded include fines and Short Term Loan repayments.

When should the billing authorization be sent to Colorado State University?

The sponsor authorization must be received before the first due date of the semester to avoid Payment Deferral charges being assessed to the student's account. The student is responsible for paying as billed until your authorization is received.

Plan ahead to avoid problems!

How do I submit my billing authorization?

The sponsor should fill out a [Sponsor Billing Authorization Form](#) or provide an official letter or other authorizing document to:

Colorado State University
6024 Campus Delivery
Fort Collins CO 80523 - 6024
FAX (970) 491-2452

What information is necessary?

The authorization **must** include the following information:

Student's Full name
CSU ID
Period covered
Maximum amount of coverage
Types of charges covered or not covered
Billing address of sponsor
Contact person, phone number, and E-mail address

Are there special processes for Military Tuition Authorizations?

All military Students should turn in their TA's, SF182, AF 1227 or other TA paperwork directly to the office listed below.
Ro_militaryta@mail.colostate.edu

VA post 911 students will need to contact Glen Vance or Marc Barker at the VA office on the CSU Campus

Glen.Vance@colostate.edu 970-491-6995 or Mark.Barker@colostate.edu 970-491-1342

Ro_gi_bill@mail.colostate.edu

What happens if the sponsor does not pay all or part of the billed amount?

The student is ultimately responsible for all charges incurred at Colorado State University. If the sponsor does not pay an invoice as billed, CSU will notify the student and request assistance in contacting the sponsor. If payment is still not received, the unpaid charges will be transferred back to the student's account. The student is then responsible for paying the charges as defined by the CSU billing system. This could delay future registration, access to academic transcripts, and the student's diploma and result in late charges.

Is there a charge for this service?

Yes. Due to increased administrative costs for this special billing service, a nominal mandatory charge of \$50 (Sponsor Billing Service Charge) will be assessed each term to all sponsors that have requested direct billing. If the sponsor is unable to pay this charge, the \$50 will be billed directly to the student or if the sponsor does not pay the charge as billed, the charge will be transferred to the student's account.

What are some advantages to using the Sponsor Billing Service?

By using the Sponsor Billing Service, the student in most cases:

- Will have no out of pocket expenses at the beginning of a semester for the charges authorized by the sponsor.
- Will not have late payment charges assessed on the charges covered by the sponsor.
- Will be able to go to the CSU bookstore and charge the needed textbooks, up to the limit set by the sponsor. Students not sponsored will have to pay for their books and get reimbursed later.

Once the billing authorization is received, the specified charges are transferred from the student's account to an account for the sponsor. An invoice is then prepared, (see schedule below for invoicing dates) and mailed directly to the sponsor.

When are sponsor invoices mailed?

There are five sponsor invoices mailed each academic year. These dates are:

- Fall Term: Mid-September and end of November
- Spring Term: Mid February and end of April
- Summer Term: Early July

Colorado Opportunity Fund (COF)

The College Opportunity Fund (COF) provides a stipend to eligible Colorado resident undergraduate students. The stipend pays a portion of the student's base tuition. Additional information is available at the [CSU Registrar's Office](#): Eligible undergraduate students must authorize the payment of the stipend to their Colorado State University student account each semester. Unless the sponsor provides a specific billing authorization for the payment of full Base Tuition, we will only bill the sponsor for the Student's Share of tuition and not the state-funded portion for which the student is eligible to receive a stipend.

What is the International Sponsor Charge?

This charge is assessed to international sponsors. If you are an international student and want more information about this charge, contact the Office of International Programs at (970) 491-5917 or <http://www.international.colostate.edu/>.

What is the SEVIS Charge?

SEVIS is an acronym for: **S**tudent and **E**xchange Visitor Information **S**ystem

This charge is assessed to all International students to fund compliance with the foreign student tracking system mandated by Congress. For more information, contact the Office of International Programs at (970) 491-5917.

If I have questions, who do I contact?

If you have any additional questions, please call Accounts Receivable Operations, 970-491-2697 or 1-800-491-4622 ext. 9. Visit us at our Web Page - <http://busfin.colostate.edu/aroweb/home.aspx>.