



## Third-Party Sponsor Billing – FAQ’s (sponsor)

### 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, third-party trust fund or other non-related entity that agrees to pay for all or part of a student’s expenses while enrolled at Colorado State University.

### Can a sponsor request be denied?

Yes. Generally, sponsor requests are approved. Sponsor requests may be denied because the sponsor has restrictions that conflict with university billing processes such as, payments made only after grades are posted or if the sponsor has a history of slow or non-payment. The University reserves the right to deny any third-party sponsor request.

### What charges may be billed to a Sponsor?

Sponsors may be billed for education-related charges only. Below is a listing of typical University charges that can be covered by third-party sponsor billing.

<b>Mandatory Charges</b>	<b>Special Authorization Only</b>
Tuition	Books and Supplies
Differential Tuition	CSU ID Charges (new only)
General Fees	Health Insurance
Course Fees	Health Fee
University Technology Fee	Health Charges
University Facility Fee	Locker Fees
College Technology Charge	New Student Charge
College Material Fees	Parking Permits
Vet Hospital Facility Use Fee	Internet Connect Fee
Sponsor Billing Service Charge	Study Abroad Charges
International Sponsor Charge	Resident Hall (Room & Board)
SEVIS Charge	Apt Rent (Full term only)
Continuing Education	billed at beginning of term)
Tutoring	
Professional Program Assessment	
Placement exams	

### What charges will NOT be billed to a Sponsor?

Non-educational and optional charges will not be billed to a sponsor. Fines and Short-Term Loan repayments are typical charges which will not be billed to a sponsor.

### Can online classes be billed to a sponsor?

Yes. Please specify in the sponsor authorization which online class(es) are being covered. **International Students must have pre-approval for all online classes.**

### College Opportunity Fund (COF)

The College Opportunity Fund provides a stipend to eligible Colorado resident undergraduate students. This stipend pays a portion of the student’s base tuition. COF reduces the amount of base tuition being billed to the sponsor. Eligible undergraduate students must authorize the payment of the stipend to their Colorado State University account in [RAMweb](#).

### 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 the authorization is received.

## Where are billing authorizations submitted?

The sponsor should fill out a Sponsor Billing Authorization Form or provide an official letter or other authorizing document by mail, email or fax to the Accounts Receivable office.

### Accounts Receivable Operations

#### Sponsor Accounts Receivable

6024 Campus Delivery

Fort Collins, CO 80523-6023

(970) 491-3419

(970) 491-2452 (f)

[bfs\\_ar\\_sponsor@colostate.edu](mailto:bfs_ar_sponsor@colostate.edu)

## Is there a charge for this service?

Yes. A nominal mandatory charge (Sponsor Billing Charge) of \$50.00 per student will be assessed each term to all sponsors that have requested direct billing. If the sponsor is unwilling to pay this charge, the \$50.00 will be billed directly to the student.

## What are some advantages to using the Sponsor Billing Service?

In most cases students

- will have minimal to 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 purchase books and supplies from the CSU Bookstore.

Once the billing authorization is processed and the student has completed the Sponsor Agreement and FERPA form in [RAMweb](#), the authorized charges are transferred from the student's account and placed in a separate account for the sponsor. The sponsor is provided with an invoice based on the timeline below.

## When are Sponsor invoices mailed/emailed?

Sponsor invoices are generated and provided to sponsors via mail or email five times each year.

Fall term - mid-September and late-November

Spring term - mid-February and late-April

Summer term - early July

## What information is necessary?

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

**Student's name**

**CSU ID**

**Academic term covered**

**Authorized charge types and any associated limits**

**Sponsor's billing information including contact name, address, phone and email address**

## 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 and agrees to such when the student authorizes the Sponsor Agreement and FERPA in [RAMweb](#). If the sponsor does not pay an invoice by the due date, CSU will notify the student and the sponsor of the past due account. If the payment is not resolved within 30 days of the notification, the unpaid charges will be transferred back to the student's account. The student will be responsible for the unpaid charges and associated late fees and a hold will be placed on the student's account preventing registration of additional classes.

## What is the International Sponsor Charge?

This charge is assessed to all international sponsors. For more information about the charge, contact the Office International Programs at (970) 491-5917.

## What is the SEVIS charge?

SEVIS is an acronym for Student and Exchange Visitor Information System. 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.