



Third-Party Sponsor Billing – FAQ’s (student)

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.

| Mandatory Charges | Special Authorization Only |
|---------------------------------|-----------------------------------|
| 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 I submit my request?

Your sponsor's authorization must be received before the first due date of the semester to avoid late charges. You are responsible for paying as billed until your 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

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

Are there special processes for military students?

All military students should submit military tuition assistance forms to the Veterans Education Benefits Office. Please email tuition assistance forms to ro_militaryta@colostate.edu or call (970) 491-6340 for assistance. SF182's should be emailed to bfs_ar_sponsor@colostate.edu. VA students should coordinate use of VA benefits with the Veterans Education Benefits Office.

My sponsor will pay for my books or supplies. How does the Bookstore get this information?

When a sponsor authorizes billing for books, the Accounts Receivable Office will forward your name, student number and authorized amount to the CSU bookstore. To make your bookstore purchase, please visit the sponsored student desk located on the west side of the bookstore.

Should I send my billing statement directly to my sponsor?

No, keep it for your records. Your account will be credited when your sponsor's authorization has been processed and after you have completed the Sponsor Agreement and FERPA in [RAMweb](#). Your sponsor will be invoiced for authorized charges about two weeks after the add/drop date.

What is the Sponsor Agreement and FERPA and how do I release the associated hold?

Beginning with the fall 2017 term, Accounts Receivable implemented a procedure for all sponsored students. Sponsored students are required to complete the Sponsor Agreement and FERPA form once during their enrollment at CSU, unless the terms and conditions change during the enrollment period. The Sponsor Agreement and FERPA form allows CSU to invoice the sponsor for authorized charges and grants FERPA to your sponsor. A sponsor authorization hold will appear in [RAMweb](#) after your sponsor's authorization has been processed. An email will be sent to your University email account advising you of how to release the hold on your account. When the hold has been released, authorized charges will transfer from your account and your sponsor will be invoiced during the normal sponsor billing process.

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 happens if I have more than one sponsor?

You may have multiple sponsors however CSU will not bill in excess of 100% of qualified charges. In cases of multiple sponsors, Accounts Receivable will coordinate with you on the hierarchy of your sponsor contracts. For instance, federal tuition assistance will be applied to your account prior to any VA benefits. Please communicate with Accounts Receivable if you have a special circumstance.

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.