



## Student Third Party Contract Application

Upon request, Belmont University will bill a Third Party (sponsor i.e. outside agency, corporation or State Prepaid Plan) requiring a separate invoice that agrees to pay directly to Belmont all or part of your tuition and fees. To take advantage of this service, a student must provide written authorization from the Third Party payer providing details of the Third Party benefit. If the authorization is not received, the student must remit payment prior to the scheduled payment deadline(s). The schedule payment deadlines are listed on: [www.belmont.edu/sfs/important\\_sfs\\_info/index.html#registration\\_payment\\_dates](http://www.belmont.edu/sfs/important_sfs_info/index.html#registration_payment_dates)

### Sponsor's Billing and Contact Information:

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact's Phone #: (\_\_\_\_) \_\_\_\_\_

Contact's Fax #: (\_\_\_\_) \_\_\_\_\_

Contact's email: \_\_\_\_\_

### Student Information:

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Email address: \_\_\_\_\_

Belmont Student ID#: \_\_\_\_\_

**Payment is due within 60 days after the invoice date.**

### TPC Invoicing FERPA Disclosure:

The University is generally prohibited by the Federal Family Educational Rights and Privacy Act (FERPA) from releasing education records such as class names, descriptions, transcripts, grades, financial information, or information about other charges to third parties. However, by signing below, the student authorizes the Office of Student Financial Services to release the above mentioned information to his/her sponsor for the purposes of the Third Party Contract invoicing. This may include electronic transmission methods (email, fax, etc.), if requested.

### Student Agreement:

I, the student, understand that by signing this Third Party Contract (TPC) form I have been informed that a credit will be applied to my account prior to invoicing the sponsor. If the sponsor does not pay the TPC invoice within 60 days of the issuance of the invoice, the TPC credit applied to my Belmont account will be removed. If my sponsor does not pay in full by the last day of the semester, I am responsible for the unpaid amounts. I understand that future TPC credits to my account are not allowed until current sponsorships are paid in full. I understand that I am responsible for all charges due to Belmont University by the payment due date or immediately upon notification.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_