

Student Business Services

Third Party Process

Purpose: To set an efficient and proper process for Third Party Sponsorships in order to successfully meet state mandates and educational codes for tuition and fee payments.

See Operation Policy 62.13

Third Parties are individuals or sponsors taking responsibility for a students' tuition and fee account. **(This does not include parents or other family members)**

In order for a student to be claimed for formula funding purposes they must meet one of the following criteria:

1. Paid in full (matriculated) to the percentage mandated by Texas Educational Code 54.007
2. Have confirmed financial aid in sufficient amount so as to allow a flag to be placed on their tuition and fee account.
3. Have a valid third party contract in place between the responsible agencies on behalf of the student and TTU certifying that payment will be forthcoming in sufficient amount so as to pay the student account as required by the statutes.

The academic record, and subsequently the tuition and fee record, is the property of the student and the student, by state definition, is responsible to ensure payment is made in accordance with the rules and regulations set forth in the Education Code. In the case of a third party student, they cannot remove themselves from the responsibility of payment of their tuition and fees. Using a third party to pay does not extend the tuition and fee payment time as far as statute is concerned. Therefore, the necessary information must be provided to SBS prior to the first cancellation date of each term. The student must provide Student Business Services with the following information:

1. voucher specifying what is going to be paid
2. contact person for third party
3. billing address, email and phone number
4. billing requirements of third party
5. Signed third party contract by student and third party sponsor. (*if third party provides voucher or P.O. they will not have to sign TTU contract, just student)
6. TGTP students sign one time contract for Fall and Spring terms (duration at TTU), must email sbs.tgtp@ttu.edu for summer sessions to be billed
7. Payment for fees not covered by third party (**only balance remaining on account should be what third party will pay **)

For audit, funding and cancellation purposes this information must be on file in Student Business Services.

Student Account:

Students identified as having a valid third party will be coded in the student billing system. This code allows SBS to separate those from the general population.

SBS will only code students that are paid 100% to avoid cancellation. Those with third parties that do not cover 100% of tuition and fees must make payment arrangements to avoid cancellation. They may pay all other balances leaving a balance that will be covered by the third party, set up the payment option plan or sign up for the EE loan. The payment option is available in fall and spring not the summer terms. Students who do not turn in third party sponsored requirements will be considered general population and will be responsible for all their balances. It is the students' responsibility to be sure their account is paid according to State Statute.

Billing:

Student accounts coded with a third party will be billed after the 12th class day in fall and spring and the 4th class day in summer. This allows students to go through the add/drop period. This also enables a single and concise bill to be sent to the third party agencies. There will be no early bills processed to avoid scholarships, financial aid, or Graduate fee waivers showing. Each third party on file in SBS will be billed by the Third Party Analyst. The requirements of a third party will be included in a cover letter that will accompany the detail bills or vouchers for the TTU student. If a third party requires a copy of the student schedule we are allowed to release this information according to the TTU third party agreement signed by the student. If a third party requires grades, the student will be responsible for releasing these to their third party. If a student has turned in a third party contract we ask that they do not bill their third party themselves. For sound auditing purposes the bills must be sent by SBS. Also, with two billings going to a party it could cause confusion and delay payment to the university.

Once billed most third parties take 4 to 8 weeks to process payment. Students may check their accounts on the E bill website to view the status of their account. Once SBS receives payment it will be posted to the student account. If the third party adjusts the amount they are going to pay on the student account, the student will be E billed the next billing cycle after SBS's notification from the agency. An email from the Third Party Analyst will also be sent. Students must pay the remaining balance to avoid holds and late fees. Any student not paid in full after their third party has paid will be subject to late fees and holds. (Registration and transcript hold will apply)

SBS will give until the end of each term before holds and late fees are applied to student accounts if the third party has not paid. It is understood that international third parties will take more time to process payment to the university, however all statute still remains in effect for these accounts. SBS will work with holds and late fees for these. These accounts will be given until the next academic year before sent to collections. No third party students will be sent to outside collections unless multiple attempts have been made to collect funds. Third party sponsored students who are no longer enrolled at TTU will be sent to collections. It is SBS's discretion to

hold a student from going to collections or not. The student and third party must provide confirmation that payment will be processed.

E-Bill authorized user (RECOMMENDED):

Students should ask their third party if they would allow student to set them up as an authorized user on the student's e- bill account. The student will need to get permission from the third party and obtain the email address that is to be used as the user contact. The third party would receive emails at the time we do all other billing. With the third party sponsor set up as an authorized user they will have access to the bill and access to pay on line. SBS hopes this will encourage more timely payments and make the paying on a sponsored student account less complicated. SBS cannot set up the third party on the student's e-bill; it is the student's responsibility to do so.

Refunds:

All refunds are direct deposited or mailed to the student local address on file. No refunds are allowed to be picked up in our office. Refunds for third party sponsored students will not be available until actual payment is received from the third party. If a student withdraws or drops classes after a third party pays, the refund will be sent back to the Third party sponsor as required on the third party contract.

Texas Guaranteed Tuition Plan (Texas Tomorrow Fund):

Students utilizing the TGTP program are required to sign a one time TGTP third party agreement for the duration of their continuous enrollment here at Texas Tech. If more than one term is missed a new agreement will be required. With this agreement SBS will automatically bill for each fall and spring term the student is enrolled. The student is required to pay course fees; housing and any other additional fees not covered by TGTP by the due dates or set up on the payment plan.

Students wanting TGTP billed for summer sessions must submit an email request to Student Business Services before the first due date of each summer term. You may email SBS at sbs.tgtp@ttu.edu .The email must include your student id, name and Texas Guaranteed Tuition Plan contract number (this is found on your TGTP Id Card). We will not bill student accounts in the summer without an email request and the contract number. The student will be required to pay the amount due for course fees, housing or additional fees that are not covered by the TGTP plan by our due dates. There is no payment plan available in summer terms.

If the above measures are not met by the student by the due dates specified for each term the student will be subject to our cancellation process. The contracts are available on our website www.sbs.ttu.edu. They may be dropped off in West Hall room 301 or mailed to our office Student Business Services Box 41099 Lubbock, TX. 79409 Attention: Third Party Analyst. If you have any questions please call 806-742-3272.

****It is the student's responsibility to notify SBS of remaining hours or depleted TGTP accounts. SBS will automatically bill for the full amount of hours on the student tuition account otherwise.****

Add links to 1. Misc third party contract 2. TGTP contract 3. Raytheon contract 4. International student contract

Example of third party sponsors:

Texas Guaranteed Tuition Plan (Formerly Texas Tomorrow Fund)

Texas Department of Transportation

Army Reserves Continuing Education Services

Texas National Guard

New Mexico National Guard

Air force ROTC

Air Force Education Services

Army ROTC

Veteran Administrations Chapter 31

Department of Rehabilitative Services (DARS)

Foreign Governments and Agencies

Xcel Energy

Texas Higher Education Coordinating Board—Early High School Graduates and

Teacher Aides Exemption

Work Source of the South Plains

Pantex

Raytheon

Region 17