

# Student Financial Agreement

*Student Financial Services is able to facilitate the billing and payment process for eligible third parties to make payments towards a sponsored student's account. This does not relieve the student's financial obligation to the University. If your sponsor fails to pay you will be responsible for the charges on your account.*

<b>Student Name:</b>	<b>Sponsored by:</b>
<b>UMID #:</b>	<b>Duration of Sponsorship:</b>
<b>Phone number:</b>	<b>Contact Name:</b>
<b>Email address:</b>	<b>Contact Email:</b>

## Sponsored Billing Guidelines

Once the sponsorship has been established a third party credit is placed on the student account. It is important to note that the credit serves as a conditional payment; it does not indicate payment was received from the sponsor. After the drop/add date our invoice will be sent via email directly to the sponsor. If payment is not received 30 days after the first email, a second reminder email will be sent to the sponsor and to the sponsored student. If payment is not received 60 days after the original due date, the third party credit will be reversed and placed back on the student account leaving the student financially responsible.

**Sponsorships NOT eligible for third party billing:** Students will still receive their billing statement each month. Student billing runs on a separate schedule than sponsored (third party) billing. Sponsors should follow the due date generated on the invoice sent from us.

- We do not bill 529 plans. 529 educational savings providers will need to communicate directly with the student.
- Students using G.I. Bill benefits must first work directly with the Veterans Certification Department.
- Scholarships or fellowships should be directed to the Financial Aid Office.
- Payment cannot be contingent upon company employment or educational status.
- We do not use company web portals to retrieve authorization letters or submit invoices.

## **Student charges we do NOT invoice:**

- Enrollment deposits, application fees, late registration fee, apartment rent, parking, books, supplies, etc.
- We cannot generate an invoice for past or future terms or provide future tuition estimates. We cannot send invoices including other student's information to anyone other than the sponsor.

## **Responsibilities of the student:**

- Students must supply the sponsor with any requested additional information (grades, transcripts, class schedule, etc.) It is the policy of the University to protect the students' rights to confidentiality under the [Family Educational Rights and Privacy Act \(FERPA\)](#) therefore the student must provide these documents to their sponsor.
- If a sponsor does not cover the full amount of the invoice, the student is responsible for the remaining balance.
- If questions arise concerning the conditions of the sponsorship the student should contact the sponsor, not the University.
- Students should know the duration of the sponsorship. The University will not notify the student when a sponsorship agreement has expired.

Sponsored students are responsible for adhering to the rules set forth in this University Financial Responsibility Agreement. A sponsorship is not eligible for billing until we receive the student agreement, the sponsor agreement, and a sponsor letter. We kindly ask that completed paperwork arrive before classes begin and be sent to our office email address: [um-sponsors@umich.edu](mailto:um-sponsors@umich.edu)

<b>Date:</b>	<b>Signature</b>
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