



THIRD PARTY BILLING STATEMENT

Student Financial Services

1735 Wahnish Way

Suite 103

Tallahassee, FL 32307

Phone: 850-561-2949 - Fax: 850-599-8618 - Email: studentaccountsdocs@famu.edu

Student Name _____ **Student ID** _____
Email Address _____ **Phone Number** _____
Billing Semester/ Year _____ **Billing Amount (All/ Partial/ Specify)** _____
Name of Agency _____ **Agency Contact** _____
Agency Address _____ **Agency Contact Number** _____
Agency Contact Email _____

I. Payment Arrangements

- A. Student Financial Services Third Party section will bill the agencies for tuition and fees. Third Party agencies may contract with Florida A&M University to pay student fees. All third-party deferment requests must be submitted to the university by the first day of class in order to avoid late payment charges.
- B. Deferments for students are processed per academic term after receipt of notification from approved third-party agencies. Student deferments that do not cover the balance of tuition and mandatory fees due or have sufficient financial aid to cover the balance due must pay the balance by the fee payment deadline.
- C. An invoice will be sent to the agency after the beginning of the term. In the event that the third-party agency does not pay for the invoiced amount prior to the end of the term, the student will be placed on a cashing hold for the unpaid balance/reimbursement of refunds received.

II. Eligibility

- A. An agency can be a government agency or non-profit organization. An agency cannot be an individual.
- B. Accounts with payments which are returned by the bank will be assessed a return check fee and may not be allowed future billing arrangements.
- C. Agencies that originally agree to pay a student's tuition and notify Florida A&M University after the 10th day of class that tuition will not be paid may not be allowed future billing arrangements.
- D. Agencies are required to provide the name, student identification number, invoice number and amount for each student with each payment sent to Florida A&M University.
- E. The agency and student are responsible for notifying Florida A&M University of the correct billing address and agency representative.

III. Payments

- A. Payments are to be made within 15 days of the invoice date to:
Florida A&M University
Controller's Office
ATTN: Student Financial Services/ Third Party Billings
Foote-Hilyer Administration Center Room 201
Tallahassee, FL 32307
- B. For ACH Payments fax or email payment details including name, identification number, invoice number and amount to Florida A&M University Third Party Billings:
Fax: (850)599-8618 Email: studentaccountsdocs@famu.edu

IV. I authorize Florida A&M University to provide student account information to the agency.

By signing this form; I have read and agree to Florida A&M University policies:

Student Signature _____

FOR OFFICE USE ONLY		
Received By: _____	Date: _____	Contract #: _____

