



**THE GEORGE
WASHINGTON
UNIVERSITY**
WASHINGTON, DC

Responsible University Official:
Associate VP, Financial Operations
Responsible Office: Financial Operations
Origination Date: December 1, 2004
Last Amended Date: September 8, 2010

THIRD PARTY BILLING

Policy Statement

By the end of the third week of each semester, students whose charges are billed to a third party sponsor are required to provide to the Student Accounts Office (Third Party Billing team) documentation from their sponsor that authorizes the university to bill the sponsor. Failure to comply with this policy may result in charges being reversed back to the student for immediate payment.

Reason for Policy/Purpose

To bill and collect student charges from third party sponsors in a timely manner.

Who Needs to Know This Policy

Faculty, staff and students

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THIRD PARTY BILLING

Policy/Procedures

The Third Party Billing team is responsible for coding, billing and collecting third party receivables. On a semester basis, the Third Party Billing team will accept third party billing authorization documents, and code the students' accounts accordingly.

In order to complete the third party coding, billing and collection process in a timely manner, students are required to submit third party authorization documents to the Third Party Billing team by the end of the third week of the Fall and Spring semesters respectively or by the end of the second week of the Summer Semester. The Third Party Billing team has the option, with the approval of the Associate Director, Student Accounts, to accept late authorization forms depending on the circumstances. However, a late fee will be assessed for late documents.

Bills are sent to sponsors by the end of the fifth week of the semester, "payable upon receipt." About thirty days after the bills are sent, collection calls are made to each sponsor to follow-up for payment.

If at any time a sponsor refuses to pay, the charges are reversed back to the student and the student is notified in writing that the student is responsible for payment immediately.

At the end of the semester, the Third Party Billing team reviews all outstanding receivables and determines which charges should be reversed back to the student. In cases where payment is pending, especially with the United States government, charges are not reversed back to the student.

Forms/Instructions

Authorization documents are sponsor-specific, and should be obtained from the sponsor directly.

Website Address for this Policy

[GW University Policies](#)

Contacts

Subject	Contact	Telephone
Third Party Billing	Director, Student Account Services	(571) 553-4288

THIRD PARTY BILLING

Definitions

Third Party Sponsor A third party sponsor is a national, state or local government, an embassy, branch of the United States Military or a private company that pays all, or a portion, of a student's bill directly to the university. The payment must be unconditional; it cannot be contingent on academic performance or employee reimbursement

Related Information

[Third Party Billing](#)

Late fees: Documents Received by Student Accounts by: (Fall and Spring Semesters)

End of the Fourth Week of the Semester:	No Charge
End of the Sixth Week of the Semester:	\$25
End of the Eighth Week of the Semester	\$50
After the Eighth Week of the Semester	\$100

Late fees: Documents Received by Student Accounts by: (Summer Semester)

End of the Second Week of the Semester:	\$25
After the Fourth Week of the Semester:	\$75

The Associate Director and the Director, Student Accounts have the authority to waive late charges depending on circumstances.

Who Approved This Policy

Louis H. Katz, Executive Vice President and Treasurer

History/Revision Dates

Origination Date:	December 1, 2004
Last Amend Date:	September 8, 2010
Next Review Date:	January 31, 2016