



THIRD PARTY BILLING

Policy Statement

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

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

Who is Governed by this Policy

Faculty, staff and students

Table of Contents

Policy Statement	1
Reason for Policy	1
Who is Governed by this Policy	1
Table of Contents	1
Policy	2
Definitions	2
Forms	2
Related Information	3
Contacts	3

Document History 3
Who Approved This Policy 3

Policy

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.

Students are required to submit third party authorization documents to the Third Party Billing team by the end of the first week of the semester to ensure third party billing can be completed in a timely manner. The Third Party Billing team has the option, with the approval of the Director, Student Accounts, to accept late authorization forms depending on the circumstances. However, a late fee may be assessed for documents submitted late.

Bills are sent to sponsors by the end of the fifth week of the semester and are payable upon receipt. 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 make payment or wishes to revoke their authorization to sponsor a student, the charges are reversed back to the student's account 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.

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

Forms

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

Related Information

[Third Party Billing](#)

Late fees:

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

End of the First Week of the Semester:	No Charge
End of the Second Week of the	\$25
End of the Third Week of the Semester	\$50
After the Third Week of the Semester	\$100

Documents Received by Student Accounts by: (Summer Semester)

After the First Week of the Semester:	\$75
---------------------------------------	------

The Director, Student Accounts has the authority to waive late charges depending on circumstances.

Contacts

Contact	Telephone	Email
Third Party Billing	571-553-4294	thirdparty@gwu.edu

Document History

- **Last Reviewed Date:** June 25, 2018
- **Last Revised Date:** May 8, 2018
- **Policy Origination Date:** December 1, 2004

Who Approved This Policy

Louis H. Katz, Executive Vice President and Treasurer

This policy, as well as all [university policies](#), are located on the [Office of Compliance's](#) home page.