



2018-19 Student Third Party Application (Third Party Contract Billing-TPC)

Eligibility

Participation in the TPC plan is open to students that are sponsored by third-parties. Eligibility is contingent upon the third-party agreeing to cover all or a portion of tuition, fees, or other charges associated with registration in a program at the University of Chicago.

Applying

To apply for the TPC, students must complete and sign this application by the designated application deadline. See below for deadline information by term.

Table with 3 columns: TERM, APPLICATION DEADLINE, INVOICE DATE. Rows include Summer 2018, Autumn 2018, Winter 2019, and Spring 2019 with their respective deadlines and invoice dates.

\*Third Party invoices are generated the fourth week of each term.

Complete and sign this application to facilitate Third Party Billing

Student Name \_\_\_\_\_

Student ID \_\_\_\_\_

Check the term(s) for which you require third party invoicing:

- Summer
Autumn
Winter
Spring

Signed sponsor letters are required and should include the following information:

- Student name(s)
University of Chicago student ID number(s)
Company name, billing address, contact name, phone number, and email address
Specific charges and academic terms that will be covered (see list of charges on next page).

Send contract(s) and sponsor letter(s) of credit by:

Email: agency@uchicago.edu

Mail: University of Chicago, Office of the Bursar
6030 S. Ellis Avenue, 2nd Floor, Chicago, Illinois 60637

**Invoicing:**

Upon acceptance of this TPC and completion of registration, a courtesy credit will be placed on your student account reflecting the amount your third-party agrees to pay.

**Payment information provided on invoice and available on line at <http://bursar.uchicago.edu/page/third-party-contracts>**

- *All payments must include the student's name, ID number, and term of payment.*

★ The terms of the invoice is 30 days ★

**Review the following terms of this payment agreement:**

1. I understand if my sponsor payment is not paid when due, the following may apply:
  - The courtesy credit may be removed.
  - A late payment fee may be charged.
  - A Bursar hold may be placed preventing future registration, transcript, and diploma releases.
2. If the student account becomes delinquent, I agree to settle my account balance immediately.
3. I understand I am responsible for all associated costs if my student account is referred to a collection agency.

**FERPA**

Federal Educational Rights and Privacy Act (FERPA) prohibits the University of Chicago from releasing class names, descriptions, transcripts, grades, financial aid information, or other charges. Students must authorize the Bursar's Office to release necessary financial information for the purpose of third-party invoicing.

I wish to apply for the Third Party Contract (TPC) plan as offered by the University of Chicago, Bursar. I have read the terms and conditions stated in this contract and understand and agree to them.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Please direct any questions regarding this Third Party Contract to the following:**

Email [agency@uchicago.edu](mailto:agency@uchicago.edu) or Phone 773.702.8000

**List of Charges**

Tuition	XP Program Fee*
Foreign Study Program Fees	Booth Book Fee*
Student Life Fee*	Booth Administrative Fee* (Full Time)
Dependent Life Fee	Booth Lead Course Fee* (eve/weekend)
Student Health Insurance	Booth Activity Fee* (eve/weekend)
Dependent Health Insurance	College UPass Fee* (undergrad)
Disability Insurance (MED School)	CTA UPass Fee* (SSA Grad)
Class Fee* (Undergrad)	Lifetime Transcript Fee* (Graduate)
Room Charges	Board Charges

\*Indicates Mandatory Fee