

**PROCEDURE**

Effective Date: 6/7/07

Approved By: Vice President George Pierce

Authority: RCW 28B.15, 63; SAAM 85.54

Cancels:

See Also: POL-U5352.03

**PRO-U5352.03C****BILLING THIRD PARTIES TO PAY CHARGES ON STUDENTS' ACCOUNTS****Definitions:**

Student Account – the record of charges, payments, and adjustments for each student, including student tuition, fees, on-campus housing, and certain other campus charges. Every student has a student account. Most financial aid money is directly credited to the student account. Fines, amounts charged as a penalty for a statute or rule violation, are not included in charges to the student account.

Financial Aid – any monetary assistance to help meet educational costs, such as tuition, fees, housing, books and educational supplies. Aid includes federal grants, federal and institutional loans, state grants, scholarships, etc.

Third Party Agencies – a non-university business sponsor, other than the student (or his/her parents), who has agreed to pay part or all of the student tuition. Often these third parties are companies or corporations (both U.S. and overseas), government entities, such as the Veterans' Administration, or scholastic programs separate from the university.

**Action by:****Action:**

- |                                    |     |                                                                                                                                               |
|------------------------------------|-----|-----------------------------------------------------------------------------------------------------------------------------------------------|
| Student                            | 1.  | <b>Notifies</b> Student Financial Aid that a third party agency will pay the student's tuition upon receiving an invoice from the university. |
| -or-                               | 1a. | <b>Notifies</b> Student Accounts that a third party agency will pay the student's tuition upon receiving an invoice from the university.      |
| Student Financial Aid              | 2.  | <b>Provides</b> Student Accounts Fiscal Tech II with information from third party agency.                                                     |
| Student Accounts<br>Fiscal Tech II | 3.  | <b>Receives</b> notification from Student Financial Aid that a third party agency will pay student's tuition. (Go to step 4)                  |
|                                    | 3a, | <b>Receives</b> notification directly from student that a third party agency will pay student's tuition.                                      |
|                                    | 3b. | <b>Notifies</b> Student Financial Aid that student has submitted request to bill a third party for their tuition.                             |
|                                    | 4.  | <b>Verifies</b> that agency has established a relationship with the university and the account is in good standing.                           |
|                                    | 5.  | <b>If Third Party</b> has not been billed before, notifies Bursar of the request to bill a new third party.                                   |

## PROCEDURE

**Action by:**

**Action:**

Bursar

6. **Reviews** request to bill new third party.
7. **Determines** that it is appropriate to add a new third party agency.
8. **Authorizes** Student Accounts Fiscal Tech II to bill the third party. (Go to step 10)

-or-

Student Accounts  
Fiscal Tech II

9. **Returns** request to Student Accounts Supervisor to contact appropriate parties and arrange for the third party to pay the tuition via another method.
10. **Keys** data setting up contract to bill third party and applies credit to students' account.
11. **Runs** billing process to generate billing statement to third party agencies.
12. **Mails** billing statements to third parties.
13. **Files** supporting documentation for credits applied.
14. **Applies** payments recorded by University Cashiers against the charges.
15. **Runs** aging reports to monitor status of third party agencies receivable balances.
16. **Contacts** by letter or phone third party agencies when account balances exceed 60 days.
17. **Notifies** Student Accounts Supervisor of all agency account balances more than 90 days old.

Student Accounts  
Supervisor

18. **Contacts** by letter or phone third party agencies with balances older than 90 days.
19. **Notifies** Bursar of third party agencies in arrears more than 90 days.
20. **Submits** third party agencies to Loans & Collections when balances exceed 120 days and agency is not responding to letters or calls.
21. **Monitors** third party agency receivables monthly.