THIRD PARTY BILLING GUIDELINES

- Financial Support Letter from sponsoring Third Party agencies will only be accepted for one academic year at a time. If the entirety of the student's degree is sponsored, a yearly renewal letter is required.
  - The Sponsor Direct Billing Authorization form will allow Student Business Services to communicate student financial information directly to the Third Party agency.
  - Financial Support Letters can be submitted to Student Business Services directly at undergrad3rdparty@ucsd.edu.
- UC San Diego will generate invoices to sponsoring Third Party agencies which will include an invoice number along with the following demographic information:
  - Student Name
  - PID Number
  - Itemized Charges by Fee Type
  - Charge Dollar Amounts
  - Academic Quarter
- Payment is due from the Third Party agency within 30 days of the billing date on each invoice.
- Sponsoring agency payment must be received for the current quarter in order for students to be eligible to continue receiving tuition assistance for any additional quarters.
- If for any reason the Sponsoring agency does not remit payment within 30 days of the invoiced date the student will be liable for full payment of charges incurred and any late payment fees.
- A hold may be placed on the student account for non-payment.
- If the students’ sponsorship is revoked the Sponsoring agency must contact Student Business Services at the time of sponsorship revocation to provide a cancellation memorandum.
  - Cancellation memorandums can be sent to undergrad3rdparty@ucsd.edu

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