



Stanford University
 Student Financial Services
 632 Serra Street, Suite 160
 Stanford, CA 94305-6036

Third Party Contract Application
 Telephone: 650-725-0321 or 650 723-4889
 Fax: 650-725-0310
 Email: mblanco@stanford.edu

Instructions for Third Party Contract Invoicing for the Academic Year 2009-2010

Stanford University will invoice outside organizations (sponsors) for the charges on the student's bill according to which fees the sponsor agrees to pay in support of a student. This process is called Third Party Contract (TPC) invoicing. To be considered for the TPC invoicing process, sponsors must complete an application for each sponsored student for the 2009-2010 academic year. Please submit your completed application form by August 1st 2009.

Sponsor's Billing and Contact Information:

Organization Name: _____

Billing Address: _____

City/State, Postal Code, Country _____

Contact Person: _____

Full telephone #: _____ Full Fax #: _____

Contact's email: _____

Please check the boxes below to show which fees your organization will pay for. Your organization will be invoiced accordingly.

- | | |
|---|---|
| <input type="checkbox"/> Tuition | <input type="checkbox"/> Dining Fee |
| <input type="checkbox"/> Student Activities Fee (ASSU) | <input type="checkbox"/> Instructional Materials (GSB Students only) |
| <input type="checkbox"/> SBSSA Activity Fee (GSB students only) | <input type="checkbox"/> Law Course materials fee (Law Students only) |
| <input type="checkbox"/> Health Insurance | <input type="checkbox"/> Telecommunication Fee |
| <input type="checkbox"/> Orientation fee | <input type="checkbox"/> P. O. Box Charge |
| <input type="checkbox"/> Document fee (one-time fee) | ___ Campus Health Service Fee |
| <input type="checkbox"/> Housing Fee | |

If you are sponsoring multiple students you may attach a list. Please include name and fees your organization will pay for. Please include your organizations name and sign the attached list

Last Name: _____ First Name: _____ MI: _____

Badge ID # if required: _____ Please do not include Social Security number

Please check the terms that your organization will sponsor this student for the 2009-2010 Academic year

Autumn 2009 Winter 2010 Spring 2010 Summer 2010

For Student Financial Services Use Only:

Stanford Student ID # _____ Sponsor's ORG ID# _____

AUTUMN 1102 _____ WINTER 1104 _____ SPRING 1106 _____ SUMMER 1108 _____

All Third Party Payments are due 60 days after the invoice date.

Invoicing begins on September 20, 2009. Subsequent invoices are sent monthly.

Payment Methods

Third Party Contract invoicing payments can be made by check, cashier's check, money order or wire transfer drawn on U.S. funds. **To ensure proper credit, provide the TPC Invoice number and the students' Stanford ID number with your payment.** When paying by mail, please remit your payment in the envelope provided with your invoice.

Payment Address: Commerce & Banking Services
Maude Modular
632 Serra Street, Suite 150
Stanford, CA 94305-6036

Electronic funds transfer:

Please note that banks will charge you a service fee of approximately \$10.00-to \$60.00 to initiate the wire transfer. Wire fees are in addition to the invoiced amount due to Stanford.

Wells Fargo Bank, Corporate Banking Division
Attention: Banking Services Officer for Stanford University
San Francisco, Main Office, 420 Montgomery Street
San Francisco, CA 94014-1206

Bank Account Number: 4944-863596
Bank ABA Number: 121-000-248 (Domestic)
Bank ABA Number: WFBIUS6S (International)

TPC Invoicing FERPA Disclosure – For the student

Stanford must have written permission from the student in order to release any information from a student's education record. By signing below, the student is authorizing Student Financial Services to release necessary financial information to his/her sponsor for the purposes of Third Party Contract invoicing. This may include electronic transmission methods (email, fax, etc.), if requested.

Sponsors and Students

Please be informed that a TPC credit will be applied to the students' account prior to invoicing the sponsor and prior to receiving any payment. Stanford will then send the invoice to the sponsor at the beginning of each quarter. If the sponsor does not pay the TPC invoice **within 60 days of the issuance of the invoice**, the TPC credit applied to the student's Stanford University account may be removed and the student will be responsible for all unpaid charges on his/her billing statement. Unpaid balances may cause the student's account to become delinquent and may be placed on hold. **This hold will prohibit future enrollment, transcript and diploma releases.** The student will have 30 days to pay the balance in full. If this account is referred to an outside collection agency, the student may be responsible for all collection costs, interest, legal and court fees, if applicable. Stanford reserves the right not to process any third party contract if it is not in the best interest of the University.

By signing below, the sponsor and student agree to the terms in this application.

Print the name of person authorized to sign on Sponsors behalf: _____

Sponsor's Signature: _____ Date: _____

Student's Signature: _____ Student ID#: _____ Date _____

(If the student is not available to sign this form, Student Financial Services will contact the student to obtain the necessary approvals.)