THIRD-PARTY APPLICATION FORM

Third-party payments, including employer reimbursements, must be considered with other financial assistance when determining a student’s eligibility for federal aid. If you are receiving a payment from a third-party agency, complete the sections below to ensure your financial awards are properly calculated.

The information below will also help us to invoice the third-party agency. Attach any copies of a letter of credit or contract that verify you will be sponsored by a third-party. If you will receive payment directly from the third-party, your balances are still due according to any promissory notes or payment plans signed for the applicable time period.

Student Name: ____________________________________________
Last, First, Middle
Student ID #: _____________
Campus: _____________________ Term: _____________________

Select one: ☐ I’ll be paid directly and will pay MBU ☐ Invoice the following third-party

Employer/Agency Name: _____________________________________
Employer/Agency Address: ___________________________________
_________________________________
Employer/Agency Contact Person: ___________________________________
Name/Title/Telephone

I authorize billing representatives to release all information regarding my account that is required by my sponsoring agency to process payment.

_________________________________________  ____________________________
Signature                      Date

Please check the charges listed below that the third-party agency will pay:
All Tuition: ☐ or Part of Tuition: ☐ $__________ (list the amount the agency will pay if not full)

Technology Fees: ☐ Lab Fees: ☐ Application Fees: ☐ Parking Tags: ☐
Student Activity Fees: ☐ Add/Drop Fees: ☐ Transcript Fees: ☐ Campus housing: ☐

Period of time that agency will cover expenses for above student:
Until degree is awarded: ☐ For the 2020-2021 year only: Fall ☐ Spring ☐ Summer ☐

Note: PAYMENT MUST BE RECEIVED BY THE END OF EACH TERM. THE STUDENT WILL NOT BE ELIGIBLE FOR REGISTRATION IN THE FOLLOWING TERM IF THE ACCOUNT BALANCE IS UNPAID.

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