



Third-Party Facts

Third-Party is a form of a contract between the university, the student, and the outside agency agreeing to pay for any tuition, fees, books, supplies, room and board for a student(s). The Student must understand that if the third-party agency chooses not to pay for any or all of the student's tuition, fees, books, supplies, room and board, the student is responsible for the account balance and payment of the account balance by the designated payment deadlines.

If the student is receiving financial assistance from a third-party agency, the student is responsible for informing the Student Accounts Office to ensure that all required documents are received and all requirements are met. The student must provide the proper paperwork to complete the registration process.

If a student is using a third-party agency to pay for books and supplies in the bookstore on campus, the student must come to the Student Accounts Office to get a book voucher for the bookstore. If the student fails to do so and purchases books without the voucher, the student will be responsible for getting reimbursed by the third-party agency on their own.

The book voucher can only be used at the University Bookstore. The book voucher has to be used on or by the deadline date.

Third-Party Procedure

Once the Student Accounts Office receives the official paperwork from the third-party agency, that shows the amount that the agency will pay for the student(s), that amount will be memoed on the student's account. Third-Party invoicing will begin after the 14th class day for Fall/Spring semesters and the 7th class day during the Summer semesters. The student's tuition, fees, books, supplies, room and board will be deducted from the student's regular financial aid first. If the third-party agency notifies our office that they are not paying the original amount

or not paying at all, the memo balance will be adjusted and the student will be responsible for the balance. In the event the third-party agency has not paid the balance in full by the end of the semester, the student will be blocked from registration, transcripts and other university services until the balance is paid in full.

During the Fall/Spring semesters, the Student Accounts Office has 45 days from the 14th class day to apply third party credits as well as invoice the Third-Party Agency.

During the Summer semesters, the Student Accounts Office has 15 days from the 7th class day to apply third party credits as well as invoice the Third-Party Agency.

The Third-Party Agency has 30 days from the invoice date to pay the invoice. However, if the invoice is not paid within 30 days or by the end of the semester, the Student Accounts Office and the student is responsible for following up with the Third-Party Agency for payment.

Students should check their banner web accounts to view account balances and third-party credits/payments. After each registration period is over, student invoices will be emailed once a month to the student's GSU and/or personal email accounts.

All refunds due to a student from a Third-Party Agency will be processed within 7 to 14 days from the date the funds are received.