**Third-Party Contract (TPC)**



The University of Washington will invoice Third Party sponsors that have **agreed to pay all or a portion of a student’s tuition, fees, or other charges. In order to be invoiced, each sponsor must complete and submit a** Third Party Contract for each student being sponsored for the 2008-09 academic year.

**Sponsorship letters will not be accepted without being accompanied by a completed TPC.**

If support is being provided for the academic year, then only one contract needs to be submitted by September 15th for timely billing. However, if support is per term, we must receive your completed contract each term by the following dates:

|  |  |  |
| --- | --- | --- |
| **Term** | **Contract Due Date** | **Tuition/Invoice Due Date** |
| Summer 2009 | June 13th, 2009 | July 10, 2009 |
| Autumn 2009 | September 18th, 2009 | October 16,2009 |
| Winter 2010 | December 23, 2009 | January 22, 2010 |
| Spring 2010 | March 19, 2010 | April 16, 2010 |

**Sponsor’s Billing and Contact Information**

Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Billing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, Postal Code, Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Billing Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Billing Contact Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Billing Contact’s phone #, with international codes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Billing Contact’s fax #, with international codes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Billing Contact’s email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Payment Methods**

Third-Party Contract (TPC) 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’ University of Washington ID number with your payment**. When paying by mail, please remit your payment in the envelope provided with your invoice.

Payment Address:

University of Washington

Scholarships

Box 24967

Seattle, WA 98124-1967

Electronic funds transfer:

Bank of America, Seattle, WA

Main Office Center

701- 5th Ave.

Seattle, WA 98104

(206) 358-7800

Please contact Student Fiscal Services at 206-543-4694 for the appropriate bank account and routing numbers.

\* Please note that banks may charge a service fee to initiate the wire transfer. Wire fees are in addition to the invoiced amount due.

**Student Information**

Complete this application for a single student or provide a roster for a group of students, which must include all of the following information for each student sponsored by your organization.

|  |  |
| --- | --- |
| Last Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | MI: \_\_\_\_\_\_ |
| University of Washington Student ID#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **OR** Social Security Number#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

Please check the terms that will your organization will sponsor this student for the 2008-09 year

autumn 2008  winter 2009  spring 2009

**Charges to be invoiced:**

|  |  |
| --- | --- |
| Full Tuition **OR**  Tuition up to $\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Course Fees  Health Insurance  UPass (Bus pass)  Orientation Fees | Additional fees that your student may incur:  Transcripts  UW replacement card fee (to replace UW ID card)  Late Registration Fees  Late Change Fee (change made to registration after 7th day of the quarter) |

**Please send the completed contract(s) by mail, email or fax to:**

**University of Washington**

**Student Fiscal Services, Attn: Susan White**

**Box 355871**

**Seattle, WA 98195-5871**

**Fax: 206-616-2678**

**Phone: 206-543-4694**

[**sfsschol@u.washington.edu**](mailto:sfsschol@u.washington.edu)

**TPC Invoicing FERPA Disclosure**

The University of Washington is prohibited by the federal Family Educational Rights and Privacy Act (FERPA) from releasing class names, descriptions, transcripts, grades, financial aid information, or information about other charges. The student is responsible for providing this information to the sponsoring organization if it is required**.** The student must authorize the Student Fiscal Services Office to release necessary financial information to his/her sponsor for the purposes of Third-Party Contract quarterly invoicing. This may include electronic transmission methods (email, fax, etc.), if requested.

**Special Note to Sponsor**

If the sponsor does not pay the TPC invoice on time, the student’s account may become past due and delinquent. The student may be charged a late fee and their account may be placed on hold. This hold will prohibit future enrollment, transcript and diploma releases. 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.