INTERNATIONAL STUDENTS & PROGRAMS UNDERGRADUATE THIRD-PARTY BILLING GUIDELINES

Student Responsibilities:
1. It is the student’s responsibility to pay any balance that remains unpaid on their account by the appropriate deadline. If payment is not made, it may result in a hold, preventing sponsorship credit application. If the student has a hold on their account, it is their responsibility to resolve outstanding balance issues in a timely manner. The hold will impact the Third-Party Billing ability and the student will be responsible for any and all fees due.

2. Financial Support Letter will only be accepted for one academic year at a time. If the entire student’s degree is sponsored, a yearly renewal letter is required by the quarterly deadline outlined on our website.

   a. The Sponsor Billing Authorization Release Form will allow the International Students & Programs Office to communicate student financial information directly to the Sponsor. It will be effective for the entirety of the student’s degree program and sponsorship.
   b. If a student’s third-party sponsorship changes, a new Sponsor Billing Authorization Release Form will be required.
   c. Financial Support Letters and Sponsor Direct Billing Authorization Forms can be submitted to the International Students & Programs Office directly at sponsoredstudents@ucsd.edu.

Sponsor Agreement:
1. The UC San Diego International Students & Programs Office will generate invoices to Sponsors which will include an invoice number along with the following demographic information:
   a. Student Name
   b. PID Number
   c. Itemized Charges by Fee Type
   d. Charge Dollar Amounts
   e. Academic Quarter

2. Payment is due from the Sponsor within 30 days of the billing date on each invoice.

3. If for any reason the Sponsor 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.

4. Sponsor payment must be received for the current quarter for students to be eligible to continue receiving tuition assistance for any additional quarters.

5. If the students’ sponsorship is revoked, the Sponsor must contact the International Students & Programs Office at the time of sponsorship revocation to provide a cancellation memorandum.
   a. Cancellation memorandums must be sent to sponsoredstudents@ucsd.edu.

6. If a student’s sponsorship is revoked, it is the student’s responsibly for full payment of charges incurred and any late payment fees.