



**HODGES**  
UNIVERSITY

# Third-Party Billing FAQs Sponsors

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## What does Hodges University require of third-party sponsors?

- The sponsor sends a billing authorization to notify the Office of Student Financial Services of all currently sponsored students and any changes affecting their commitment.
- The sponsor must satisfy all prior commitments in a timely manner.
- The sponsor agrees to abide by the Family Educational Rights and Privacy Act of 1974 (FERPA) and not to disclose student information to others without the expressed written consent from the student(s).

## What is a third-party authorization?

A third-party authorization, which may be a letter on official letterhead, purchase order, or voucher, must be signed by an officer of the organization. ANY restrictions or contingencies on the authorization will not be accepted. For example, if the agency requires grade or transcript review prior to payment, the university will not authorize third-party billing. In such cases, the student must pay the original bill and be reimbursed by the sponsoring agency. The third-party authorization should include the following information:

- Sponsored student's full name and student identification number;
- Total amount the sponsorship covers;
- Type of charges the sponsor will pay, such as tuition and mandatory student fees;
- Other fees, such as the application fee and graduation fee, which are not authorized under the "mandatory student fees" description, must be listed individually;
- Sponsorship period. If the term(s) or date(s) the authorization is in effect are not indicated, the effective period will be the current term, only. The university will not notify the student or sponsor when the authorization expires;
- Sponsor's name and billing address;
- Contact information including name, phone number and email address; and
- Signature of the sponsor or other person authorized to make commitments on behalf of the sponsor.

## When does the sponsor send the third-party authorization?

Both the agency and student are responsible for ensuring the authorization is received before the first student bill due date, which is the first day of class per semester.

## Where does the sponsor send the third-party authorization?

You may mail, fax, email or bring the authorization document to the Office of Student Financial Services at the following location:

Office of Student Financial Services  
ATTN: Third-Party Billing  
Hodges University  
4501 Colonial Boulevard  
Fort Myers, FL 33966  
Fax: (239) 938-7889  
Email: [sas@hodges.edu](mailto:sas@hodges.edu)

### What is the third-party billing process?

The process is initiated when the university receives authorization from the sponsor. Upon receipt of the authorization, the student's account is credited conditionally for the expected amount of the sponsor's payment. The credit on the student's account does not reflect payment from the sponsor. This credit prevents holds being placed on a student's account for sponsored funds.

### When are payments due?

Third-party billing payments are due by the date indicated on the invoice that is sent to the sponsor. If payment is not received within 30 days of the invoice sent, a second invoice will be sent to the sponsor and a hold will be placed on the student's account that will prevent them from obtaining transcripts, grades and/or registration for the following semester.

If payment is not received by the last week of said semester, the student will be billed for the unpaid amount. Any charges that are not paid by the sponsor are billed directly to the student. The student will also be charged and a hold placed immediately on their account if, at any time during the semester, the sponsor notifies the university that they will not pay any portion of a bill.

Payments can be made either by check made payable to Hodges University or as an electronic funds transfer.

### Payments by US Postal Service

NOTE: Please ensure that check payments are sent directly to Hodges University to avoid giving the student duplicate credit by mailing payments to the address given here:

Office of Student Financial Services  
ATTN: Third-Party Billing  
Hodges University  
4501 Colonial Boulevard  
Fort Myers, FL 33966

## Electronic Funds Transfer (EFT)

Contact the Office of Student Financial Services to obtain electronic funds transfer (EFT) bank instructions. Include any information that would help identify the payment in the text portion of the transfer. The customer number, billing statement number, student name or student ID number of the person expecting the money is particularly helpful.

To ensure proper credit, EFT payment notification must be sent via email or US Postal Service to the Office of Student Financial Services and include the following:

- Amount paid (please indicate if this is a partial payment)
- Invoice number
- Payment transfer date (approximate date is acceptable)
- Academic term
- Student's name
- Student's ID number

## How do sponsors revoke sponsorship?

A sponsor may revoke current financial support for any student by sending the University an official notification by mail or email. Revocation does not apply retroactively. Upon notification, the student will be expected to pay outstanding charges. Until the charges are paid, the student may be subject to an inability to register for future terms, cancellation of current classes, and the inability to obtain transcripts.

## What happens when a student withdraws?

When a sponsored student withdraws before the end of the semester, the sponsor will be billed for sponsored expenses in accordance with the university's withdrawal policy. The withdrawal policy can be found in the student handbook and/or the university catalog.

## How do sponsors receive students' grades, transcripts, and/or other information regarding University records?

The student is responsible for providing the sponsor with required information. The sponsor agrees to abide by the Family Educational Rights and Privacy Act of 1974 (FERPA) and to not disclose this information to others without expressed written consent from the student.

## Is there additional information a sponsor needs to know?

Hodges University's Federal Employer ID number is **59-6605703**.

If there are any other questions, please contact the Office of Student Financial Services at [sas@hodges.edu](mailto:sas@hodges.edu) or (239) 938-7760.