



Third Party Payment/Billing FAQ for Outside Agencies

1. What should the third party billing authorization include?

The third party authorization should include the following information:

- *Student's name and Augsburg ID number*
- *Amount of payment*
- *Type of charges the third party will pay (such as tuition, fees, room, meal plan, books, etc)*
- *Period of time the authorization is intended for (fall semester, spring semester, etc)*
- *Third party's name and billing address*
- *Contact name, phone number, and email address*
- *Signature of the student or other person authorized to make commitments on behalf of the student*
- *Purchase/authorization numbers, or other billing codes if applicable*

2. When should the third party send the billing authorization?

The third party should send the authorization as soon as possible to ensure the receipt of the documentation by Augsburg University. For more timely processing, please submit authorizations before the first day of the term.

3. Where should the third party send the billing authorization to?

Submit authorizations by email to studentfinances@augsborg.edu, attention to "Third Party Billing".

Authorizations may also be mailed to the following address:

*Augsburg University
Student Financial Services, CB #309
1122 Riverside Ave
Minneapolis, MN 55454*

Our fax number is 612-330-1308.

4. What fees/charges cannot be billed to a third party?

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Tuition, fees, books, supplies, room, and meal plans are all educational costs that can be billed to a third party. Parking permits and bus passes CANNOT be billed. Those items must be paid for separately via credit card by calling the department responsible for selling these items.

Parking Passes: 612-330-1717

Bus Passes: 612-330-1046

5. When do third parties receive the bill/invoice?

We send billing invoices to third parties we have received authorizations from AFTER the last day to drop or add a course. All enrollment (and therefore charges) are not official until after this day. Please visit the Office of the Registrar's webpage to determine this date for the given term at <http://www.augsburg.edu/registrar/> (under "Calendars and Forms").

6. How do third parties get students' grades, transcripts, or other information?

The student is responsible for providing the third party with required information. Augsburg University is responsible to abide by the Family Educational Rights and Privacy Act of 1974 (FERPA), and therefore cannot release any academic information concerning the student without written consent from the student.