

AUGSBURG UNIVERSITY

Steps for Students to set up third party billing

Step 1: Review your online billing statement at
<https://augnet.augsburg.edu/protected/administration/enrollment/cashnet>

Step 2: Meet with your outside third party agency to discuss your assessed charges and determine what portion the agency plans to cover.

Step 3: Have the third party agency send authorizations to Augsburg's Student Financial Services office via email (studentfinances@augsborg.edu) or fax (612-330-1308, attn: Third Party Billing). Once the authorization has been received, you will be e-mailed a revised award showing the pending funds from your third party agency.

Step 4: All Augsburg invoices requesting payment from your third party agency will be sent AFTER the add/drop period day of the term. (All enrollment is considered unofficial until the end of the drop/add period.)

- PLEASE NOTE: If your third party agency will be covering some or all of the cost of your books/supplies, please turn in a SIGNED copy of bookstore receipts to Student Financial Services BEFORE the last day to drop/add a course. Without these receipts, the agency is unlikely to submit payment for the purchases.

Step 5: Students will be protected from finance charges for up to 60 days after the start of the term while we wait for payment from the third party agency. After 60 days, any unpaid charges will be subject to finance charges. It is the student's responsibility to make sure the payment is made.

Step 6: When Augsburg receives the third party payment, your financial aid award will change. The pending third party payment on your award will be replaced by the actual payment and a revised award letter will be e-mailed. Once the funds are received it may take up to 14 days to have the money applied to your Augsburg student account.