



Third Party Payment/Billing

FAQ for Outside Agencies

1. What should the third party billing authorization include?

The third party authorization should include *all* of the following information:

- Student's name and Augsburg ID number
- Amount of the payment(s)
- 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 agency 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 to Augsburg?

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", or fax to 612-330-1308.

Authorizations may also be mailed to the following address:

*Augsburg University
Student Financial Services, CB #309
2211 Riverside Ave.
Minneapolis, MN 55454*

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

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 directly billed to a student's account, and therefore, will not be billed directly on the invoice sent to the third party agency.

Only if a student purchases a bus pass or parking permit and submits a receipt to Student Financial Services can we bill the parking permit or bus pass to the third party for payment.

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

We will send billing invoices to third parties who have submitted authorizations within 2 weeks AFTER the last day to drop or add a course, which is the 10th day of term. 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 authorization from the student.

Augsburg University Student Financial Services

Campus Box #309, 2211 Riverside Avenue Minneapolis MN 55454

Tel. 612-330-1046, Fax 612-330-1308, Toll Free 800-458-1721, www.augsburg.edu/enroll