



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). Please have all third party authorizations sent to Augsburg prior to the add/drop deadline, 10th day of the term.

Step 4: Augsburg will directly invoice requesting payment from your third party agency. Invoices will be sent AFTER the add/drop period deadline, 10th day of the term. (All enrollment is considered unofficial until the end of the add/drop period.)

- PLEASE NOTE: If your third party agency will be covering some or all of the cost of your books/supplies, parking permits, or bus passes, please turn in a SIGNED copy of ALL 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 in full.

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