

Authorization for Payment



STUDENT SECTION

Name _____ StarID _____

FUNDING ORGANIZATION / AGENCY INFORMATION

Customer ID Number (found on upper left hand corner of invoice) _____

Organization _____ Contact Name _____

Billing Address _____

Phone Number _____ Email _____

Sales Tax Exemption # (if applicable) _____ Federal ID # (if applicable) _____

Authorized Signature _____ Date _____

FUNDING INFORMATION

Should student grants be applied PRIOR to your agency funding? Yes No

Term covered by funding _____ Funding expiration date _____

If authorizing 100%, please check appropriate box:

- Tuition and Fees **-or-** Specify Dollar Amount \$ _____
- Required Books / Materials \$ _____
- School Supplies \$ _____
- Pre-Paid Parking Card \$ _____
- Continuing Education \$ _____
- NATO Fee \$ _____
- Other _____ \$ _____

STUDENT RELEASE

Authorized Signature _____ Date _____

Third Party Billing/Business Office | Metro State University | 700 East Seventh Street | Saint Paul, MN 55106-5000

Phone **651.793.1883** | Fax **651.793.1877**

DATA PRIVACY NOTICE

Metro State University is asking you to provide information that includes private and/or confidential information under state and federal law. The college is asking for this information in order to process your third-party funding.

You are not legally required to provide the information the college is requesting; however, the university will not be able to process your funding if the information is not provided. With some exceptions, unless you consent to further release of private information, access to this information will be limited to business office officials. Under certain circumstances, federal and state laws authorize release of private information without your consent:

- to federal, state and local officials for purposes of program compliance, audit or evaluation;
- to your parents, if your parents claim you as a dependent student for tax purposes;
- if the information is sought with a subpoena, court order, or otherwise permitted by other state or federal law, and
- to an organization engaged in educational research or accrediting agency.

Metro State University abides by the provision of Title IX and other federal and state laws forbidding discrimination on the bases of sex, race, color, national origin, or disability and all other state and federal laws regarding equal opportunity.

METRO STATE UNIVERSITY BUSINESS OFFICE USE ONLY

Awards that pay BEFORE grants:

- 3rd Party CT/CE
- 3rd Party Tuition
- 3rd Party Bookstore
- 3rd Party Parking

Awards that pay AFTER grants:

- 3rd Party CT/CE
- 3rd Party Tuition
- 3rd Party Bookstore
- 3rd Party Parking