



# METRO STATE UNIVERSITY

A member of Minnesota State

## Third Party Billing

Please read the following. Then sign and date to acknowledge that you have read the following statement and understand Metro State University's Third Party Billing policy. A signed copy of this notice must be returned before Metro State University will invoice your Third Party Employer/Funding Agency for tuition and other authorized charges.

I, \_\_\_\_\_ understand Metro State University's policy for Third Party Billing. If my employer/funding agency does not pay within 90 days of the original invoice sent to them by Metro State University, I will be responsible for full payment of charges. Students are ultimately responsible for all tuition, fees, and book costs. Students should check with their employer/funding agency throughout the semester to verify payments to be made. Students are also responsible for providing the correct information including initial class schedules, tuition statements, and book costs to their third party. Metro State University will send an initial invoice, and thereafter will send an invoice every 30 days regarding tuition and related expenses to be paid by your employer/funding agency. If payment is not received, the student will then be invoiced.

Your signature provided below will allow Metro State University to invoice your employer/funding agency. This signed policy will remain in effect for the time the student attends Metro State University.

Student Name \_\_\_\_\_ Star ID \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_