

Sponsor Billing Student Acknowledgment

Student Name	<input type="text"/>
Penn I.D. Number	<input type="text"/>
Academic Term	<input type="text"/>
Sponsor Name	<input type="text"/>
Date	<input type="text"/>

I acknowledge that I understand the terms required to participate in sponsored billing offered by the University of Pennsylvania (Penn).

- Penn must receive the Sponsor Billing Authorization Form directly from my sponsor.
- Penn must receive the Sponsor Financial Agreement directly from my sponsor.
- Penn must receive the Student Acknowledgement Form from student.
- Penn can only invoice sponsor after receiving all three of the required documents listed above and only after all documents have been fully and properly completed.
- Students continue to receive a monthly student account statement. Once sponsor has been invoiced, the University will credit student's account in advance of receiving funding.
- Charges assessed to student's account that are not invoiced to sponsor are due monthly as billed.
- Sponsored billing payments are not subject to the same payment due dates as student payments. Students are responsible for monitoring sponsor and ensuring that sponsor pays on time.
- Payment is expected within the first two months of the semester.
- If sponsor fails to pay, the credit applied in advance to student's account will be removed and student will be immediately responsible for paying all charges due on student's account.
- Sponsors will not be billed for previous terms or for any charges that are not posted to student's account.
- A balance on student's account may result in financial hold, which may prevent student from registering for courses or receiving a diploma. Student may also be billed a Hold Assessment Fee.

I understand that I am fully responsible for all charges assessed to my student account, regardless of third party sponsorship.

The Family Education Rights and Privacy Act (FERPA) affords certain rights to students concerning the privacy of, and access to, their education records. I hereby authorize Penn to release my financial records to the above named sponsor for the purpose of invoicing.

Please print this form and sign your name below:

Signature _____

Return form to:

SRFS/Third Party Payments either by email to thirdpartybilling@pobox.upenn.edu

OR

Fax this form to 215-898-9276.