

2019-20 Student Application for Third Party Contract Invoicing (TPC)

Eligibility

Participation in the TPC plan is open to students that are sponsored by third-parties. Eligibility is contingent upon the third-party agreeing to cover all or a portion of tuition, fees, or other charges associated with registration in a program at the University of Chicago.

Applying

To apply for the TPC plan, **this form must be completed and signed by student.** If you cannot provide the necessary details below, you must attach documentation that includes invoicing details. If this application is submitted with incomplete or missing information by the stated deadline, you will be responsible for all charges on your student account. See application deadline dates below:

Term	Application Deadline	*Invoice Date
Summer 2019	June 24, 2019	July 1, 2019
Autumn 2019	October 1, 2019	October 21, 2019
Winter 2020	January 6, 2020	January 27, 2020
Spring 2020	March 30, 2020	April 20, 2020

**Except for the Summer term, Third Party invoices are generated the fourth week of each term after the add/drop period ends. Invoice terms net 30 days.*

Sponsor's Billing and Contact Information:

Organization Name: _____

Billing Address: _____

City, State, Postal Code, Country: _____

Billing Contact Person: _____

Billing Contact Phone: _____

Billing Contact Email: _____

TPC Student Information:

Student Name _____

Student ID _____

Check the term(s) for which you require third party invoicing:

Summer 2019 Autumn 2019 Winter 2020 Spring 2020

Please check the charges below that we should invoice each quarter:

Tuition* Amount or Percentage: _____	XP Program Fee*
Foreign Study Program Fees	Booth Book Fee*
Student Services Fee*	Booth Administrative Fee* (Full Time)
Student Health Insurance	Booth Lead Course Fee* (Evening/Weekend)
Dependent Health Insurance	Booth Activity Fee* (Evening/Weekend)
USHIP Dependent Fee	CTA UPass Fee* (SSA Grad)
Disability Insurance (Medical School)	Lifetime transcript Fee (Graduate)
Class Fee* (Undergrad- 1 st year only)	Board Charges
College UPass Fee* (Undergrad)	Other:
*Indicates Mandatory Fee	

Upon receipt of this completed TPC application, a courtesy credit will be placed on your student account reflecting the amount your third-party agrees to pay.

Send Contract(s) by:

Email: agency@uchicago.edu

Mail: University of Chicago
Office of the Bursar
6030 S. Ellis Avenue
Chicago, IL 60637

Payment information provided on invoice and available at <https://bursar.uchicago.edu/third-party-sponsorcontract/>

Student - Check the boxes that you have reviewed the following terms of this payment agreement and sign below:

Financial Agreement

I understand all charges assessed to my student account are my responsibility and that if my sponsor does not pay for any reason the following may apply:

- The courtesy credit will be removed and all charges will be due in full.
- A late payment fee will be charged.
- A Student Account hold will be placed preventing future registration, transcript, and participation in graduation.

FERPA

Federal Educational Rights and Privacy Act (FERPA) prohibits the University of Chicago from releasing class names, descriptions, transcripts, grades, financial aid information, or other charges. Students must authorize the Bursar's Office to release necessary financial information for the purpose of third party invoicing.

I wish to apply for the Third Party Contract (TPC) plan as offered by the University of Chicago, Bursar. I have read the terms and conditions stated in this contract and understand and agree to them.

Student Signature

Date

Please direct any questions regarding this Third Party Contract to:

Email agency@uchicago.edu or Phone 773.702.8000