

## 2020-21 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 2020	June 22, 2020	July 13, 2020
Autumn 2020	September 29, 2020	October 20, 2020
Winter 2021	January 4, 2021	January 25, 2021
Spring 2021	March 29, 2021	April 19, 2021

*\*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 2020    Autumn 2020    Winter 2021    Spring 2021

### 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 Administrative 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 <sup>st</sup> year only)	Board Charges
College UPass Fee* (Undergrad)	Other:
<i>*Indicates Mandatory Fee</i>	

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](mailto: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.

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**Student Signature**

**Date**

**Please direct any questions regarding this Third Party Contract to:**

Email [agency@uchicago.edu](mailto:agency@uchicago.edu) or Phone 773.702.8000

Revised May 2020