**Instructions for Students with Third Party Contract Invoicing**

Wichita State University will invoice outside organizations (sponsors) for the charges on the student’s bill according to which fees the sponsor agrees to pay in support of a student. This process is called Third Party Contract. To be considered for the Third Party process, students must forward a voucher or company form. In the event a company has electronic forms, students must complete the below information. Please submit your completed application form by the university deadlines for payment.

**Sponsor’s Billing and Contact Information:**

Organization Name: 

Billing Address: 

City/State, Postal Code, Country: 

Contact Person: 

Full Telephone #:    Full Fax #: 

Contact’s Email: 

Please check the boxes below to show which fees your organization will pay for. Your organization will be invoiced accordingly.

- Tuition (T Codes)
- Student Fees (FSTU)
- Admission Fee (A Codes)
- Housing Fees (H Codes)
- Housing Meals (HMAY)
- Health Insurance (FSHI)
- Facilities Use Fee (FACL)
- Specific Course Fees (F Codes)

**Student’s Contact Information:**

Last Name:    First Name:             MI: 

My WSU ID or Employee ID if required: __________________________ (Please do not use Social Security number)

Please check the term that your organization will sponsor:

- Fall
- Spring
- Summer

**Third Party Invoicing FERPA Disclosure – For the Student**

Wichita State University must have written permission from the student in order to release any information from a student’s education record. By signing below, the student is authorizing Accounts Receivable to release necessary financial information to his/her sponsor for the purposes of Third Party contract invoicing. This may include electronic transmission methods (e-mail, fax, etc.) if requested.

Signature: ___________________________    Date: ___________________________