THIRD PARTY BILLING INFORMATION

Corporation/Sponsor Requirements

1. Request Third Party Billing on Company Letterhead
   Provide:   Billing address
   Name of contact person
   Phone number
   Fax number
   E-mail address
   State what tuition and fees are to be paid by the company or
   state specific dollar amounts that the company will pay
   Identify the semester the charges are to be applied to the student account.

2. Identify: Students
   Provide:   Name and WSU ID
   Semester Authorized
   Provide FERPA Disclosure from student

Responsibilities of Students

   Complete FERPA form (see link)
   Submit Voucher or WSU Form before payment deadline dates (see link)

Sponsors and Students:

Please be advised that a payment credit will be applied to the students' account prior to invoicing
the sponsor and prior to the University receiving any payment. Wichita State will then send
the invoice to the sponsor. If the sponsor does not pay the invoice within 60 days of the issuance of
the invoice, the payment credit applied to the student's WSU account may be removed and the
student will be responsible for all unpaid charges on his/her billing statement. Unpaid balances may
cause the student's account to become delinquent and may be placed on hold. This hold will prohibit
future enrollment, transcript and diploma releases. The student will have 30 days to pay the balance.
If this account is referred to an outside collection agency, the student may be responsible for
all collection costs, interest, legal and court fees if applicable. Wichita State University reserves the
right not to process any third party contract if it is not in the best interest of the University.

All Third Party Payments are due 30 days after the invoice date.

Please remit your payment by check, cashier’s check, or money order in the envelope provided with
your invoice.

Payment Address:
Wichita State University
3rd Party Billing
1845 Fairmount, Campus Box 38
Wichita, KS 67260-0038