



## Third-Party Billing

Third-party billing assists students whose attendance at the university is sponsored

### Authorization to Bill Requirements

In order for a third-party organization to sponsor a student, they must provide the university with authorization to bill them for a student's charges.

The authorization is a document in which the third-party organization commits to pay designated education expenses for the student. The authorization should include:

- The student's name and ID number.
- The semester or dates being covered.
- Specific charges covered like tuition, fees, housing, meal plan, parking permit, etc. Please visit the [UNLV Cashiering and Student Accounts](#) website for more information about tuition and fees.
- Any minimum/maximum amount or a flat dollar rate per credit hour.
- The name of the sponsor and billing contact information.
- A signature and date from an authorized official.

**Important:** Authorizations are considered guaranteed funds from the sponsor. UNLV does not accept authorizations with stipulations about financial aid disclosure, grades, course completion, course retake, audits, or course withdrawals after the add/drop period.

### Posting Third-Party Contract

Upon receipt of a valid authorization, charges will be placed on a sponsor's Third-Party Contract (TPC) in the amount of the pending payment. If a balance remains, the student should pay immediately to avoid account holds and late fees. A UNLV system-generated invoice will be provided to the sponsor after the add/drop period deadline and the invoice must be paid by the end of the semester.

### Student Responsibility

Students sponsored by a third-party organization have certain responsibilities to fulfill in order to have the third-party sponsorship applied to their student accounts. The student:

- Must provide valid authorization from their sponsor prior to the tuition due date.
- Is responsible for adding sponsorship information for third-party release purposes.
- Is responsible for paying any balance not covered by the third-party organization.
- Is responsible for renewing their authorization as needed.

**Important:** If payment is not received from the third-party sponsor by the end of the semester, the charges will be reversed from the TPC and the student will be responsible for payment. Students may also receive late fees and a **financial hold** which would prohibit enrollment activity.

### UNLV Third-Party Contacts:

- Kimberlee Ornbaum - Phone: 702-895-3458 Email: [kimberlee.ornbaum@unlv.edu](mailto:kimberlee.ornbaum@unlv.edu)
- Nicholas Carelli - Phone: 702-895-3427 Email: [nicholas.carelli@unlv.edu](mailto:nicholas.carelli@unlv.edu)
- Casey Lee - Phone: 702-895-3248 Email: [casey.lee@unlv.edu](mailto:casey.lee@unlv.edu)