



## 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

### Responsibilities of Students:

- Complete WSU Student Proxy form - myWSU Portal
- Submit Voucher or WSU Form before payment deadline dates ([www.wichita.edu/ar](http://www.wichita.edu/ar)) Students - Important Dates

### Sponsors and Students:

- Payment credit will be applied to the student's account prior to invoicing the sponsor and prior to the University receiving any payment.
- WSU will then send the invoice to the sponsor. If the sponsor does not pay the invoice within 30 days of the issuance of the invoice, a second invoice will be sent. After **60 days**, if the invoice is still unpaid, 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. **NOTE: The student's designated sponsor will only be invoiced twice.**
- 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.
- 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.**

Sponsors will be granted access to TouchNet SponsorPoint which allows sponsors to see and manage the details of the account 24/7. Payment options are available through SponsorPoint portal.

### Payment Address:

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