



CHANGE THE WORLD FROM HERE

Sponsor Direct Billing Authorization & Information Release Form

By completing this form you agree to allow the University of San Francisco to bill your sponsoring agency directly for tuition and related fees, as well as confirm understanding of the details listed below.

Please return this form to the Office of Student Accounts or email specialbilling@usfca.edu.

STUDENT INFORMATION			
Student Name		CWID Number	
Phone Number		Graduation Date	

SPONSOR BILLING INFORMATION			
Sponsoring Organization			
Billing Address			
City, State, Zip		Country	
Billing Contact Name		Phone Number	
Email		Invoice Method	

AUTHORIZATION INFORMATION			
Academic Year/Period		Renewable (Yes/No)	
Please indicate benefit coverage below (%100 Tuition and Fees, Tuition Only, Partial Tuition/Fees).			

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. Generally, schools must have written permission from the eligible student in order to release any information from a student’s education record. By signing below, you are authorizing the University of San Francisco to disclose information pertaining to your program/course in order to bill the Third-Party for education services provided by the University of San Francisco.

By signing this agreement, you acknowledge the following:

- You authorize the University of San Francisco to release information (Name, CWID, Units, etc.) to your sponsor as needed to service your student account.
- The above named Sponsor has agreed to pay the University of San Francisco directly. This includes the specified amount of tuition and/or fees charged as set forth in the authorization. If the sponsor fails to pay the agreed amount within 60 days of the billing date, the charges will be reapplied, and you will be responsible for payment.

Student’s Signature

Date

This authorization will remain valid until a withdrawal request is submitted in writing to specialbilling@usfca.edu. A request to withdraw this authorization is a termination of future direct billing benefits with aforementioned sponsor.