



Third Party Student Agreement

To be completed by the student:

Student's Name: _____

First Name, Last Name

Student CWID # _____

Home Phone: _____ Cell Phone: _____

MSU Email Address: _____

I hereby authorize the Office of Student Accounts at Montclair State University to invoice the third party company I have authorized for the tuition and related charges as specified

By initialing below, I agree to and understand the following:

_____ I will ensure that the University is provided with a valid authorization letter/voucher from my third-party company prior to the beginning of each term to avoid late payment fees and financial holds.

_____ If awarded additional assistance for books, I will contact the University bookstore directly at (973) 655-5460 and follow their policies and procedures. Book Vouchers are longer handled at the Office of Student Accounts.

_____ I am responsible for making timely payments for all charges that are not covered by my sponsor, and will be subject to late payment charges if a payment is not made on time.

_____ I will notify the third-party contact person and the Office of Student Accounts of any changes to my program, registration, address or third party's address.

_____ If payment is not received in a timely manner from my company/sponsor or from me for any charges that are not covered, my account will be placed on hold in keeping with University policy. Consequently, I understand will not be allowed to register, make changes to an existing registration or receive a diploma or transcript;

_____ This agreement does not relieve me from any financial responsibility to Montclair State University. I am fully liable for charges not paid by my company/sponsor.

_____ Any unpaid charges left on my student account are subject to collection action and collection costs including reasonable attorney's fees and all expenses incurred by Montclair State University.

I have and understand this Third Party Billing Agreement and agree to the Terms and Conditions as listed above.

Student Signature: _____

Today's Date: _____