
George Mason University

REQUIREMENTS FOR THIRD PARTY PAYMENT AUTHORIZATIONS

1. Financial guarantee letters, purchase orders, or vouchers should be addressed to George Mason University, Student Accounts/Third Party Office, MSN 2E2, 4400 University Drive, Fairfax, VA 22030-4444. Only authorizations that are printed on agency letterhead or forms are acceptable, and they should include the following:

Date

Student's full name, G number (assigned GMU student ID#), the specific courses and/or the semester covered. Amendments to the financial guarantee must be typewritten (altered or incomplete guarantees are not acceptable.)

What the guarantee covers: i.e. tuition, room charges, meal charges, new student fee, and international student health insurance premiums. Third Party will bill the Agency only for tuition, lab fees, new student fee, room charges, meal charges, third party processing fee, and international student health insurance; application, and penalty fees are not included.

Billing address (must be in the United States)

Maximum US Dollar amount George Mason University is allowed to bill agency.

Signatures authorizing billing (payment), and contact names and telephone number, must be present on financial guarantee letters.

2. Payments must be unconditionally guaranteed and made within 30 days of billing.
3. Payments must be made directly to George Mason University in US dollars drawn on a US Bank. Bank handling charges must be included in addition to the billed amount. If payments are to be made by credit card, please use the third party faxed credit card authorization form. Credit card payments are not accepted over the phone.
4. An Agency with a past due balance may have its billing privileges terminated. Note: Students should be aware that they are ultimately responsible for any defaults in payments by the sponsoring agency.

INTERNATIONAL STUDENTS-Financial Guarantee Letters supplied for Admission purposes are not acceptable for third party billing purposes. Financial Guarantee Letters must be reviewed and approved by the Student Accounts Office.

5. Students must provide third party authorizations to the Student Accounts Office by the payment due date, which can be found at Student Accounts Office website, under the Important Dates. Students may receive bills while their third party payments are in process.
6. Agency payments made directly to a student, or reimbursements to a student, are not considered third party.
7. Payment authorizations will not be accepted after the cut-off dates as published in the Schedule of Classes.
8. Students are responsible for notifying the Third Party Billing Office of any schedule changes.
9. Questions should be referred to Third Party Billing Reps, GMU Student Accounts Office, (703) 993-3460 or (703) 993-8964. The Third Party fax number is (703) 993-2460.

****PLEASE NOTE**** Each student participating in the Third Party payment arrangement will be assessed a mandatory \$25.00 Third Party Processing Fee.