

REQUIREMENTS FOR THIRD PARTY PAYMENT AUTHORIZATION

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 printed on agency letterhead or other official documents are acceptable. Requests should include the following:

- Date
- Student's full name, G number (University Student ID#), the specific courses and/or the semester covered. Amendments to financial guarantees must be typewritten (altered or incomplete guarantees are not acceptable).
- Specifics on what are covered; such as tuition, room charges, meal charges, new student fee, and international student health insurance premiums. The Third Party Office will bill the Agency only for tuition, course fees; new student fee, room and meal charges, third party processing fee, and international student health insurance. Application and penalty fees are not deferred or billed by the Third Party Billing Office.
- A billing address, which must be in the United States.
- The maximum US Dollar amount George Mason University is allowed to bill agency.
- **A signature** authorizing billing and payment, a contact name **and** telephone number **must be included** on financial guarantee letters.

Payment must be unconditionally guaranteed and made within thirty days of billing.

Payment must be made directly to George Mason University in US dollars drawn on a US bank. Bank handling charges, if any, must be included in addition to the billed amount. If payment is to be made by credit card, please fax the third party credit card authorization form. Credit card payments are not accepted over the phone.

An agency with a past due balance may have their billing privileges terminated. Note: Students are ultimately responsible for any default in payment by a sponsoring agency.

Students must provide third party authorizations to the Student Accounts Office by the payment due date, which can be found at the Student Accounts Office website in the Calendar section. Students may receive bills while their third party payments are in process.

Agency payments made directly to a student, or reimbursements to a student, are not considered third party. The Third Party Office does not send invoices to third party agencies with overseas addresses.

Payment authorizations will not be accepted after the cut-off dates as published on the Student Accounts Office website.

Students are responsible for notifying the Third Party Billing Office of any schedule changes.

Questions should be referred to Third Party Billing, Student Accounts Office, (703) 993-3460 or (703) 993-8964. The Third Party Office fax number is (703) 993-2460.

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.

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