



Any source of payment outside of those from a student or a student's family would be considered a third party resource. If you anticipate a third party, such as your employer or an outside agency, will be paying all or a portion of your charges, and they require that the University invoice directly, you must notify Financial Services by completing and submitting the [Third Party Application Form](#). When submitting your completed application, please include any information regarding billing procedures that is available from your employer or supporting agency. This application will allow University representatives to release necessary information, such as invoices, to your outside agency.

Examples of Third Party Assistance:

- Employee Benefits
- Vocational Rehabilitation
- AmeriCorps Grants
- Workforce Investment Act

If you receive outside assistance anytime during the academic year, please notify Financial Services, as outside assistance may affect your financial aid award.

If your outside agency requires you to submit transcripts or grades before payment, it will be your responsibility to obtain copies of either. Please note, if you need a copy of your transcript sent in order for funds to be released, you are responsible to complete a transcript request with the Records Office. Transcripts will not be released to a third party agency before any balance is paid without approval from Elizabeth Somers in Financial Services.

In the event that your anticipated resources do not cover any portion of your charges, you are responsible for making payment in full, or setting up proper payment arrangements with [Elizabeth Poeling](#) before your enrolment may continue.