



BUSINESS AND FINANCIAL SERVICES
STUDENT FINANCIAL SOLUTIONS

9500 GILMAN DRIVE MC-0026
LA JOLLA, CALIFORNIA 92093-0026
(858) 822-2713 FAX

THIRD PARTY BILLING GUIDELINES

- Financial Support Letter from sponsoring Third Party agencies will only be accepted for one academic year at a time. If the entirety of the student's degree is sponsored, a yearly renewal letter is required.
- Each sponsored student must submit a completed Sponsor Direct Billing Authorization form accompanied by a Financial Support Letter from the sponsoring agency.
 - The Sponsor Direct Billing Authorization form will allow Student Financial Solutions to communicate student financial information directly to the Third Party agency.
 - Financial Support Letters can be submitted to Student Financial Solutions directly at undergrad3rdparty@ucsd.edu.
- UC San Diego will generate invoices to sponsoring Third Party agencies which will include an invoice number along with the following demographic information:
 - Student Name
 - PID Number
 - Itemized Charges by Fee Type
 - Charge Dollar Amounts
 - Academic Quarter
- Payment is due from the Third Party agency within 30 days of the billing date on each invoice.
- Sponsoring agency payment must be received for the current quarter in order for students to be eligible to continue receiving tuition assistance for any additional quarters.
- If for any reason the Sponsoring agency does not remit payment within 30 days of the invoiced date the student will be liable for full payment of charges incurred and any late payment fees.
- A hold may be placed on the student account for non-payment.
- If the students' sponsorship is revoked the Sponsoring agency must contact Student Financial Solutions at the time of sponsorship revocation to provide a cancellation memorandum.
 - Cancellation memorandums can be sent to undergrad3rdparty@ucsd.edu

UC San Diego Student Financial Solutions
Student Account Services-Third Party Billing
(858) 822-4727
undergrad3rdparty@ucsd.edu