Trinity University will accept payments from a third party sponsor (i.e. outside agency, employer or State Prepaid Plan) that agrees to pay directly to Trinity all or part of your tuition and fees. Authorizations are considered guaranteed funds from the sponsor. Trinity does not accept authorizations with stipulations on grades or course completion. To take advantage of this service, a student must provide written agreement from the Third Party payer specifying details of the Third Party benefit. The agreement must be printed on company letterhead and must contain the following:

- Student’s name
- Trinity ID Number
- Semester or dates of coverage
- Minimum/maximum amount or rate per credit hour
- Signature and Date of authorized official
- Contact Information

If the written agreement is not received, the student must remit payment prior to the scheduled billing due date. The Third Party Sponsor will be billed by Trinity University and must remit payment within 60 days, unless alternative arrangements are pre-approved.

Please note: A new Third Party Authorization form must be provided to the University each academic year.

**Third Party Authorization FERPA Disclosure:**

The University is generally prohibited by the Federal Family Educational Rights and Privacy Act (FERPA) from releasing educational records such as class names, descriptions, transcripts, grades, financial information, or information about other charges to third parties. However, by signing below, the student authorizes the Office of Student Financial Services to release the above mentioned information to his/her sponsor for the purposes of the Third Party billing. This may include electronic transmission methods (e-mail, fax, etc.), if requested.

**Student Agreement:**

I, the student, understand that by signing this Third Party Authorization (TPA) form I have been informed that a credit will be applied to my account upon billing of the sponsor. If the sponsor does not pay within 60 days of issuance of the bill, the TPA credit applied to my Trinity account will be removed. If my sponsor does not pay in full by the last day of the semester, I am responsible for the unpaid amounts. I understand that future TPA credits to my account are not allowed until current sponsorships are paid in full. I understand that I am responsible for all charges due to Trinity University by the payment due date or immediately upon notification.

_________________________________________  _________________
Student Signature                  Date Signed

_________________________________________  _________________
Printed Name                  ID #

(Revised 9-20-16)