



Student Financial Services  
Attn: Third Party Billing 1420  
Austin Bluffs Pkwy Colorado  
Springs, CO 80918  
719-255-3391  
tuitasst@uccs.edu

## Third Party Letter of Authorization

### 1. Student Information

Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

### 2. Funding Organization / Agency Information

Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

Billing Address: \_\_\_\_\_

Fax Number: (\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Speedtype (UCCS Internal Payers Only): \_\_\_\_\_ Federal ID #: \_\_\_\_\_

(If applicable)

### 3. Funding Information

- **Should student grants be applied PRIOR to your agency funding?**

**YES                      NO**

- **Term covered by funding:**

\_\_\_\_\_  
(Please note we accept one LOA per term)

- **Your funding expires:**

\_\_\_\_\_  
(If applicable)

**If authorizing 100%, please check appropriate box:**

**Specify dollar amount below:**

**Tuition**

\$ \_\_\_\_\_

**Mandatory Fees** (if not checked, student will have out of pocket cost)

\$ \_\_\_\_\_

**Books**

**Or**

\$ \_\_\_\_\_

**Supplies**

\$ \_\_\_\_\_

**Other:** \_\_\_\_\_

\$ \_\_\_\_\_

**TOTAL AUTHORIZED**

\$ \_\_\_\_\_

### 4. Additional Billing Instructions (Employee ID Numbers, Purchase Order numbers, Billing Codes, etc.)

*As a legally authorized signer of the Company/Third Party I agree:*

- To accept standard invoicing from UCCS for all covered charges
- To make payment immediately upon receipt of UCCS' invoice
- Payment is not contingent on the student's academic performance or class attendance
- To abide by the Family Educational Rights and Privacy Act of 1974 (FERPA) and not disclose student information to others without the express written approval of the student.

- If the Company/Third Party does not pay the invoiced charges before the end of each term, the student will be responsible for all charges
- This form shall be completed and returned to the student for submission via the MyUCCS Portal
- Information about mandatory student fees may be found [here](#)
- Refunds will be returned to billing address as needed unless additional information is provided
- Invoices will be sent by school *after* term census date
- A new LOA is required each semester

Printed Name of Person Legally Authorized to Sign for Payer

Signature of Person Legally Authorized to Sign for Payer

Date