

Third-party Direct Billing

February 2023

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Enrollment process

Prospective Students will be assigned a WGU Enrollment Counselor to assist with the enrollment process. Once the prospective student has completed the steps necessary for admission, the student will then need to be financially cleared to begin coursework. The student will be advised by their Enrollment Counselor to submit the documents necessary to secure funding for their upcoming term.

Sponsorship Billing Authorization Letter per individual student

WGU students will be asked to request a Sponsorship Billing Authorization letter, also referred to as a Letter of Credit. Normally, this is requested every six months, concurrent with their term at WGU. However, if applicable, a third-party sponsor may submit an authorization letter that covers multiple terms. The length of time and applicable amounts covered must be clearly indicated.

Sponsorship Billing Authorization letters need to be submitted to the 3rd party billing department at WGU, thirdparty@wgu.edu and **must include** the following:

- **Students name**
- **Students ID number**
- **Third-party sponsor's name and billing address**
- **Third-party sponsor's contact phone number and contact person**
- **Tuition amounts and academic terms covered by the billing authorization**
- **Invoice billing and submission guidelines**

IMPORTANT: Third-party billing authorizations must unconditionally guarantee the corresponding third-party tuition payment and said payment cannot be contingent upon student grades.

Sample of Sponsorship Billing Authorization Letter:

Western Governors University Bursars – Third Party Department
4001 South 700 East – Second Floor
Salt Lake City, UT 84107
Email: ThirdParty@wgu.edu
Fax: 801.665.1933

Re: Third Party Billing/Invoice Authorization for: Student Name – Student ID 000123456

Dear Western Governors University Bursars – Third Party Department:

This letter authorizes Western Governors University to bill The Sample Corporation on behalf of the student and acknowledges that funds are unconditionally guaranteed to Western Governors University. Payment will be made upon receipt of the invoice. Specific details for this billing are as follows:

Student Name: Student Name **Student ID:** 000123456

Term /Courses/Costs covered:

Term	Description	Amount
May 2019	BSNOS Program Fee	\$150.00
May 2019	BSNOS - Resource Fee	\$145.00
May 2019	BSNOS Program	\$3,200.00
Total Authorized		\$3,495.00

Refunds (if applicable), they should be returned back to The Sample Corporation.

You may invoice us as follows:

The Sample Corporation
Attn: Accounts Payable
1234 Anywhere Blvd
Anywhere, UT 84001
acctspayable@sample.org
Re: Student Name – Project xxxx

Sincerely,

Third-Party Sponsors Signature

Jane Doe - Contracts

Sponsorship Billing Authorization Letter for bulk students

Sponsorship letters need to be submitted to the 3rd party billing department at WGU, thirdparty@wgu.edu and **must include** the following:

- **Students name**
- **Students ID number**
- **Third-party sponsor's name and billing address**
- **Third-party sponsor's contact phone number and contact person**
- **Tuition amounts and academic terms covered by the billing authorization**
 - **If covering for the entire program or a certain number of terms, please clearly indicate this in the letter**
- **Invoice billing and submission guidelines**

IMPORTANT: Third-party billing authorizations must unconditionally guarantee the corresponding third-party tuition payment and said payment cannot be contingent upon student grades.

Sample of Sponsorship Billing Authorization Letter for bulk students:

SAMPLE Sponsorship Billing Authorization Letter for bulk students

February 17, 2023

SENT VIA EMAIL

thirdparty@wgu.edu

Western Governors University
Bursars – Third Party Department
4001 South 700 East
Salt Lake City, UT 84107

Re: Third Party Billing/Invoice Authorization for Approved individuals:

To Whom It May Concern:

This letter authorizes Western Governors University to bill XXXX on behalf of the students listed below and acknowledges that funds are unconditionally guaranteed to Western Governors University. Payment will be made upon receipt of the invoice. Specific details for this billing are as follows:

Name	Student ID	Term	Amount
Student Name	123456789	February 2023	\$5,000, number of terms, or entire program
Student Name 2			
Student name 3			
Total			\$

- *Please include any additional information perinate to your invoice requirements such as, e.g., store ID, employee number.]*

Refunds, if applicable, should be returned to ~~XXXX~~

Please invoice us as follows:

Name of Sponsor

Attn: Finance Department

Address

City, state zip code

Emailaddress@sponsorship.org

RE: Western Governors University – sponsorship xxx Tuition Program

WGU Invoice process

After the 3rd party specialist receives and reviews the sponsorship **Billing Authorization** letter, the specialist will notify the student's Enrollment counselor, if it is a new student, financially clear the student, defer the tuition for the term indicated, and notify the student that we have received their billing authorization.

- Unconditional 60-day deferral credit will be placed on the student's account reflecting the expected third-party payment.
- If the amount covered by the 3rd party sponsor is less than tuition and fees, the student will be instructed to secure additional funding
 - The Enrollment Counselor (new students) or Financial Services (continuing students) can discuss the many different options available to students.
- WGU's Third Party billing department will create and submit invoices as instructed in the sponsorship letter **after** the student accepts course registration/financial responsibility.
 - Course registration cannot be accepted prior to the term start; therefore, invoices will not be submitted until after the 1st day of the term.
 - Students have from the 1st -25th of the month start to accept course registration/financial responsibility.

Family Education Rights and Privacy Act (FERPA)

Before Western Governors University can process a student's third-party request to invoice, the student needs to give written consent to Western Governors University, allowing the release of their financial information. The student will need to fill out a FERPA form authorizing this release which students can access in their student portal.

60-day follow-up if payment is not received

It is the student's responsibility to ensure their account balance is current. Having a sponsor does not relieve the student of their financial obligations to the University. If the sponsor fails to pay any amount for any reason, the student will remain responsible for paying their financial obligations to the University.

- If by 60 days after the student starts, payment has not been received in full, or only partial payment has been received, the student will be notified via email and will be instructed to follow up with their 3rd party sponsor.
- Students will need to communicate with their sponsor and relay any updates with the WGU 3rd party specialist.
- WGU is very lenient and willing to work with students and 3rd party sponsors. WGU can grant an extension on payments if needed, but the student will need to communicate with a WGU 3rd party specialist.

WGU Third-Party Billing Options

1. Individual and Itemized student tuition invoice - An itemized student tuition invoice will be created for each individual student that the sponsoring agency is sponsoring. This invoice is in standard form which includes the courses for which the student is registered and breaks down the cost per course based on CU's.
2. Bulk Invoice - A billing statement that will list all the third-parties sponsored students and their tuition charges for the term in question
3. E-Invoice - An option to utilize third-party sponsor online payment systems to generate electronic student tuition invoices and payment requests

IMPORTANT: There are several third-party sponsors who require each invoice to include the courses for which the student is registered and the cost per course when the invoice is submitted. **The Sponsorship Billing Authorization Letter (Letter of Credit) submitted will need to match the student's actual course registration and allocated cost.** If they do not match, students should be aware that their third-party sponsor may choose to reject the invoice, not send payment, or omit payment for the courses showing a discrepancy at their discretion. The student will need to contact their third-party sponsor if any discrepancies arise. **For this reason, WGU's Third Party team will send an email to students if their Billing Authorization Letter (Letter of Credit) does not match their actual course registration and allocated costs.**

Western Governors University
4001South 700 East #700
Salt Lake City, Utah 84105
Email: Thirdparty@wgu.edu
Fax: 801-665-1933