



# Third-Party Agreement (TPA) Application

## Instructions and Terms for Academic Year 2023-2024

A Third Party is an entity that has agreed to pay all or a specified portion of a student's or group of students' tuition, fees and other charges at an institution of higher education. Portland State University will invoice sponsors that require a separate invoice for the items to a (o)1.7 (n.)-6.7 h(i. f)-20.07 ((e this application form for the 2023-24 academic year and return to the Student Financial Services Office.



**Payment is due 60 days after the invoice date.**

**Payment Methods**

Third-Party Agreement (TPA) invoicing payments can be made by check, credit card, cashier's check, money order or wire transfer drawn on U.S. funds. **To ensure proper credit, provide the TPA Invoice number and the students' Portland State University ID number with the payment.** Please make checks payable to Portland State University.

Payment Address:

PSU Cashier's Office  
PO Box 908  
Portland OR 97207

Electronic funds transfer:

To set-up wiring information: Please contact Megan Stevenson, 3<sup>rd</sup> Party Billing Specialist, at 503-725-9668 or 3rdparty@pdx.edu. Please note that banks will charge you a service fee of approximately \$10.00- to \$60.00 to initiate the wire transfer. Wire fees are in addition to the invoiced amount due to Portland State University.

**TPA Invoicing FERPA Disclosure**

Portland State University is prohibited by the federal Family Educational Rights and Privacy Act (FERPA) from releasing class names, descriptions, transcripts, grades, financial aid information, or information about other charges. The student is responsible for providing this information to the sponsoring organization if it is required. **The student must authorize the Student Financial Services Office to release necessary information to his/her sponsor for the purposes of Third-Party Agreement quarterly invoicing.** This may include electronic transmission methods (email, fax, etc.), if requested.

**Sponsor Agreement**

The TPA credit will be applied to the student's account prior to invoicing the sponsor. It is understood the agreed upon charges are not dependent on attendance, obtaining a grade, performance and/or financial aid status. If the sponsor does not pay the TPA invoice within 60 days of the issuance of the invoice, To

become past due and delinquent. The student's account may be placed on hold. This hold will prohibit future enrollment, transcript and diploma releases. The student will have 30 days to pay the balance in full. If this account is referred to an outside collection agency, the student may be responsible for all collection costs, interest, legal and court fees, if applicable.



## Student Information

Complete this application for a single student. For a group of students, provide a roster, which must include the following information for each student sponsored by the organization.

Last Name: \_\_\_\_\_ MI: \_\_\_\_\_

First Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Portland State University Student ID#: \_\_\_\_\_

Sponsor Reference # (if applicable): \_\_\_\_\_

Program (if applicable): \_\_\_\_\_

Maximum credit hours per term (if applicable): \_\_\_\_\_

Indicate the terms that your organization will sponsor this student for the 2023-24 year

Fall 2023

Winter 2024

Spring 2024

Summer 2024

Please indicate charges covered by this TPA. All other charges will remain the student's responsibility and will be subject to the Portland State University Payment Plan.

Charges to be invoiced:

Maximum Amount (If applicable):

<input type="checkbox"/> Tuition	
<input type="checkbox"/> Mandatory Fees	
<input type="checkbox"/> Class Fees	
<input type="checkbox"/> Online Learning Fees	
<input type="checkbox"/> Health Insurance	
<input type="checkbox"/> Housing Charges	



<input type="checkbox"/> Meal Plan	
<input type="checkbox"/> Matriculation Fee	
<input type="checkbox"/> TPA Service Charge (\$25)	
<input type="checkbox"/> Other (please specify)	

Any additional information/requests (i.e. grades, class schedules, additional funding): \_\_\_\_\_

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