



Requirements - Third Party Sponsors

1. The financial guarantee sponsorship agreement must be type written on sponsor letterhead, a purchase order, a tuition assistance form or voucher addressed specifically to The George Washington, Student Accounts/Third Party Office, 800 21st Street N.W. Ground Floor, Washington, D.C. 20052. Please include the following information:
 - a. **Current Date**
 - b. **Student's full name, Gwid number (not your social security number), the specific courses and the semester covered. Amendments to the tuition payment authorizations must be type written (altered or incomplete guarantees are not acceptable.)**
 - c. **Third Party will bill the sponsor for the following: tuition, student fees, room charges, meal charges, book charges, parking, and application fees.**
 - d. **Please notify Third Party Billing if you would like to pay tuition penalties for dropped courses or penalties assessed due to late payments.**
 - e. **Maximum US Dollar amount The George Washington University is allowed to bill sponsor.**
 - f. **Signatures authorizing billing (payment), and contact names and telephone number, must be present on tuition payment authorizations.**
2. **INTERNATIONAL STUDENTS**-Financial Guarantee Letters supplied for Admission purposes are not acceptable for third party billing purposes. Financial Guarantee Letters must be reviewed and approved by the Student Accounts Office.
3. Payments must be unconditionally guaranteed and made within 30 days of billing.
4. Payments must be made directly to The George Washington University in US Dollars backed by a US Bank. Bank handling charges must be included in addition to the billed amount. If payments are to be made by credit card, please use the third party faxed credit card authorization form.
5. A Sponsor with a past due balance may have its billing privileges terminated. **Note: Students should be aware that they are ultimately responsible for any defaults in payments by the sponsoring agency.**
6. Students will receive an individual "Schedule and Invoice" and must provide their third party authorization to the Office of Student Accounts by the semester's first day of class.
7. Sponsor payments made directly to a student, or sponsor reimbursements to a student, based on grades are not considered third party.
8. In no instance, will payment authorizations be accepted after the cut-off dates as published in the Schedule of Classes and on the Student Account website. (<http://colonialcentral.gwu.edu/billing/thirdparty>)
9. Students are responsible for notifying the Third Party Billing Office of any schedule changes.
10. Questions should be referred to Third Party Billing Representatives, Student Accounts Office, at (202) 994-5858 (Foreign & Military Sponsors) or (202) 994-5859 (Commercial & Government Sponsors). The Third Party fax number is (703) 994-8968.