



WESTERN MICHIGAN UNIVERSITY

Accounts Receivable  
Western Michigan University  
1903 W. Michigan Avenue Kalamazoo, MI 49008-5210  
Phone (269) 387-4251 Fax (269) 387-4227  
WMU-billing@wmich.edu

### THIRD PARTY BILLING POLICY

Western Michigan University (WMU) participates in Third Party Billing to companies, embassies, or other organizations that have agreed to pay a student's tuition and fees. Any student who is sponsored by a Third Party must submit a letter of authorization on the company/organization letterhead or have the Third Party complete the Third Party Authorization for Payment form. Any Third Party who is sponsoring more than five students will need to complete the Third Party Annual Profile form.

**The authorization must be received no later than three weeks prior to the start of the semester.**

Please send the authorizations by mail, fax or e-mail:

Accounts Receivable  
Western Michigan University  
1903 W. Michigan Avenue  
Kalamazoo, MI 49008-5210

E-mail: [wmu-billing@wmich.edu](mailto:wmu-billing@wmich.edu)

WMU Accounts Receivable will send an invoice to the Third Party after the drop/add period. Payment is due upon receipt of the invoice and is not contingent upon the student successfully completing the course. Please call (269) 387-4251 with any questions about Third Party accounts.

Unless otherwise noted in the Third Party authorizations or Third Party Annual Profile form, WMU will apply any scholarships and/or grants to the tuition charges prior to billing the Third Party.

**All authorized and non authorized charges not paid for by the Third Party will be the responsibility of the student.** Any outstanding charges may result in a hold being placed on the student account which may prevent the student from registering for classes, or obtaining a transcript. The student may also be subject to service charges of 1.5% monthly (18% annually).

The Family Educational Rights and Privacy Act (FERPA) prohibit an educational institution from releasing confidential, non-directory information about a student without the student's consent. The student must complete and sign a Student Information Release Authorization in order for information to be released to a Third Party. The specified information will be made available only if and when requested by the authorized Third Party.



Reset Form

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THIRD PARTY AUTHORIZATION FOR PAYMENT

Student Information

Name (Last, First, Middle Initial) Western ID Number (WIN)
Address Reference Number
City, State, Zip Code Email Address

Third Party Designee

Name Contact Person
Address Phone
City, State, Zip Code Email Address
Relationship to student

Authorization for Payment

Select term(s), indicate amount or percentage of authorized reimbursement and sign.

Form with checkboxes for Fall 2021, Spring 2022, Summer I 2022, Summer II 2022

Table with 4 columns: Authorized Payment Percent/Amount, Charge, Authorized Payment Percent/Amount, Charge. Rows include Tuition, Graduation Fee, Required Fees\*, Room, Course Fees, Board, Orientation Fee, Internet, Transition Fee, Fall Welcome Fee, Recreation Center, Health Insurance, WMU Paper Printing.

\*Required Fees include Student Assessment Fee, Sustainability Fee and International Fees.

Western Michigan University will apply any scholarships and/or grants to the tuition and fee charges prior to billing the Third Party. If you would like to pay all tuition and fees prior to any scholarships and/or grants paying to the student account, please initial here. \_\_\_\_\_ The student is able to receive financial assistance only up to the cost of attendance.

I have read the Western Michigan University Third Party Billing Policy and agree to the terms. I am authorizing Western Michigan University to bill for the specified tuition and related fees for the term(s) indicated for this student.

Authorized Signature Full Name Printed and Title Date