



IUPUI Third Party Sponsorship Authorization STUDENT PROCEDURES to FILE

ADMINISTRATION AND FINANCE

1. Submit a typed authorization form on official letterhead (or standardized form) from the sponsor organization **each semester**.
2. Submit authorization to the Office of the Bursar by:
 - o Mail: P. O. Box 6020, Indianapolis, IN 46206
 - o Email: sponsor@iupui.edu, send PDF file
 - o Fax: 317.278.1579
3. Bursar must receive the authorization no **later than five (5) business days prior to bursar bill due date**. If you use U.S. Mail, please take mailing time into consideration.
4. The authorization must include or state:
 - o Student's name
 - o University Identification Number (UID)
 - o The authorized term
 - o Sponsor contact information: name, phone number and mailing address
 - o Amount or charge type authorized for payment
5. If a voucher does not include all the information stated in #4 above, the authorization shall be declined and returned to sender.
6. All required signatures must appear on the authorization, or the authorization will be declined and returned to sender.
7. Authorizations limited to a specific dollar amount will only be honored for that amount. If changes to the amount are desired, a new authorization must be submitted.
8. If you have also applied for financial aid, it is your responsibility to notify the Office of Scholarships and Financial Aid of your third party sponsorship.
9. If your bursar account is past due, or if your sponsor organization has not paid for your tuition/fees, IUPUI reserves the right to decline any new authorization.
10. Authorizations must be in the Office of the Bursar by the end of the fourth full week of class for a term. Any authorizations received after that date, will be returned to the student.

ADMINISTRATIVE SERVICES

Office of the Bursar

P.O.Box 6020
Indianapolis, Indiana
46206

317.274.5958
Fax: 317.278.1579
sponsor@iupui.edu

IMPORTANT NOTE:

When you submit an authorization, a credit is posted on your bursar account and the appropriate charges are transferred to the sponsor's account. The sponsor will be billed following the IUPUI refund period for a term. The invoice will be due in full approximately 30 days later.

Failure on the part of the organization to pay by the due date shall result in charges reverting back to the student's bursar account. Often this results in a past due balance on the student's account, subject to late fees and service restrictions at the University. IUPUI reserves the right to decline further authorizations from the sponsor when the student's bursar account remains past due.