

IUPUI Guidelines for Third Party Sponsorships

ADMINISTRATION AND FINANCE

1. The authorization must clearly indicate which tuition/fees will be paid by sponsor. If not clearly stated, IUPUI will bill for all tuition and fees as shown below:
 - Tuition (credit hours and flat rates)
 - Mandatory fees (activity fee, technology fee & athletic development fee) charged to ALL IUPUI students
 - Course/Class Fees: fees associated with specific courses. Ex: lab fees
 - Program Fees: fees associated with a specific major

Other fees that may be included upon your specific request:

- Optional Fees: parking, recreational fee, locker fees, etc.
 - Housing (on-campus housing)
 - Penalty Fees (ex: late registration fee, late payment fee)
2. The authorization must include or state:
 - Student's name
 - University Identification (UID) number
 - The authorized term
 - Sponsor contact information: name, phone number and mailing address
 - Amount or charge type authorized for payment
 3. Payment of fees cannot be conditional upon information listed below.
 - Specific course enrollments
 - Final grades
 - Completion of Course
 - Employment Status

4. 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.

5. The organization will be invoiced following the close of the IUPUI refund period, which is generally scheduled five to six weeks into the academic term). Payment in full will be expected approximately 30 days later. (The exact due date will be printed on each invoice.) The IUPUI academic calendar is available online at <http://registrar.iupui.edu/accal.html>.

ADMINISTRATIVE SERVICES

Office of the Bursar

6. When a student submits an authorization, a credit is posted on their bursar account and the appropriate charges are transferred to the sponsor's account (your account).
7. Failure to remit payment 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.
8. IUPUI reserves the right to suspend acceptance of future authorizations based on your payment history.

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