



Brown University Bursar Office  
Campus Box 1839  
Providence, RI 02912  
(401) 863-2484  
bursar@brown.edu

### Executive Masters Third Party Billing Authorization

Brown University accepts employer vouchers (for the Executive Master's Programs) that are not contingent upon receipt of grades. Students whose employers or sponsors reimburse them for tuition and fees after receipt of grades must pay in full upon receipt of the online Student Account Statement to avoid interest, late fees, and/or cancellation of registration. Authorization from a sponsor to be billed for a student's charges must be received in the Bursar Office prior to the start of each term. Late fees may be incurred for authorizations received after that time. Once a completed authorization form is signed and submitted to the Bursar Office, Brown University will begin the invoice process. Students whose tuition is paid in full or part by a third party sponsor must pay any remaining balance by the stated due date to avoid late fees, and/or cancellation of registration.

Under all circumstances, the charges for tuition and fees remain the responsibility of the student. Should a sponsor fail to remit payment to the University, the University will contact the student for payment. The University reserves the right to block future registrations in the event the third party sponsor or student has not paid their account balance prior to the end of the current semester.

#### Student Information

First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Banner ID:	<input type="text"/>	Email:	<input type="text"/>

#### Third Party Sponsor Billing and Contact Information

Organization Name:	<input type="text"/>		
Contact Person:	<input type="text"/>	Contact Phone:	<input type="text"/>
Contact Fax:	<input type="text"/>	Contact Email:	<input type="text"/>
Billing Street Address:	<input type="text"/>		
City, State, Zip	<input type="text"/>		

#### Third Party Contract Details

This organization agrees to submit payment to Brown University on behalf of the above mentioned student as outlined below. An Executive Masters Third Party Billing Authorization form must be submitted once per program semester.

Semester:	<input type="text"/>
Amount:	<input type="text"/>

Please finish page 2 of application.

**Privacy Disclosure for the Student**

The Family Educational Rights and Privacy Act (FERPA) provide students certain rights of access, privacy, and protection to education records. By signing the box below, you are giving Brown University the authorization to disclose financial information pertaining to your program/course, in order to bill the third party for educational services offered here at Brown University.

**Terms and Conditions**

Once the third party agreement has been authorized, Brown University will invoice the third party sponsor at the beginning of the semester indicated. Pending receipt of the third party payment, a memo credit may be applied to the student’s account. However, if the third party does not pay by the due date, this temporary credit may be reversed. Consequences of an unpaid balance may include a cancellation of enrollment, as well as a hold on any completion materials. The student will be responsible for collection costs if the unpaid balance is transferred to a collection agency. Brown University reserves the right to approve/reject any third party contract application.

By signing below, the student and sponsor agree to the privacy disclosure for the student and terms and conditions in this authorization:

Student Signature:  Date:

Third Party Signature  Date:

**\*Please send the original application with signatures to the address on page 1 of this contract\***

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**Payment Information**

Mail: Please send check payable to “Brown University” with the name of student and Banner ID on the memo line:

**Brown University Cashier's Office  
Campus Box 1911  
69 Brown Street, 2nd Floor  
Providence, RI 02912**

Wire: For wire payment instructions please email [cashier@brown.edu](mailto:cashier@brown.edu) for details.