



**RICE**

**Rice University**  
Cashier's Office

## **Third-Party Contract/Sponsorship Instructions**

Rice University students who are being sponsored by an employer or government agency can participate in our third-party billing service. Personal sponsors or sponsors that pay based on the student's grades are not eligible.

To initiate the process, the student must provide a letter (also called financial guarantee or authorization) issued from their sponsor to the Cashier's Office containing the following information:

- Student name and Student ID number
- The beginning and ending date of the sponsorship
- Type of fees covered (tuition, fees, health insurance, housing, dining, etc.)
- Restrictions in funding related to financial aid that may be received by a student
- The sponsor's billing address and contact information
- Letter must also state that Rice University will be paid directly. Payments should never be sent to the student directly.

The letter can be e-mailed to [cashier@rice.edu](mailto:cashier@rice.edu), faxed to (713) 348-5851, or mailed to:

Rice University  
Cashier's Office - MS 55  
ATTN: Third Party Billing  
P.O. Box 1892  
Houston, TX 77251-1892

For timely processing, the Cashier's Office should receive the sponsorship letter prior to the following dates:

- ❖ Fall - July 31<sup>st</sup>
- ❖ Spring - December 20<sup>th</sup>
- ❖ Summer - April 30<sup>th</sup>

For MBA@Rice students, the Cashier's Office should receive the letter prior to the following dates:

- ❖ Summer Quadmester - June 30<sup>th</sup>
- ❖ Fall Quadmester - September 30<sup>th</sup>
- ❖ Winter Quadmester - December 20<sup>th</sup>
- ❖ Spring Quadmester - March 31<sup>st</sup>

Once the sponsor's letter is received, an anticipated payment credit memo for the amount authorized by the sponsor will be applied to the student's account and an invoice will be sent to the sponsor requesting payment.

Payment is due 30 days from the invoice date. Payment(s) not received from a third-party sponsor by the deadline will result in the removal of the anticipated payment credit memo from the student's account.

Written notification from the third-party/sponsor withdrawing support for any given term must be received prior to the first day of classes. The third-party/sponsor is responsible for notifying the student that his or her sponsorship has been canceled and that the student is responsible for paying his or her bill.

Third-party/sponsorship policies and procedures are subject to change. Sponsors will be notified accordingly. For more information, please visit our Third Party/Sponsored Payments page [here](#).

If you have any questions, please call (713) 348-4946 or e-mail [cashier@rice.edu](mailto:cashier@rice.edu).