



UNIVERSITY OF DELAWARE  
**PROFESSIONAL &  
CONTINUING STUDIES**

## Third Party Sponsorship Form

### Third Party Sponsor

An organization that funds all or part of a student's education expenses and wishes to be billed directly is considered a Third Party Sponsor. The sponsor will provide the student with a tuition voucher, letter of credit, sponsor letter or purchase order, authorizing the University of Delaware to invoice them for all applicable program fees. *A student will not be registered until all documentation in step one of student responsibilities has been received.*

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### Student Responsibilities:

1. Submit the following documents below to [continuing-registration@udel.edu](mailto:continuing-registration@udel.edu).
    - a. Completed registration form (You may complete the course online registration form, select "other payment method" for payment option.)
    - b. Third Party Sponsor Billing Agreement (page two of this document)
    - c. Tuition voucher, letter of credit, sponsor letter or purchase order
  2. Any program fee not covered by the sponsor is due at the time of registration.
  3. The student is responsible for all invoiced program fees not paid by the sponsor. A hold will be placed on your account preventing any future registration as well as receipt of a transcript or certificate for any unpaid balance.
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### University of Delaware responsibilities:

1. Confirm student registration after step one (required) and step two (if applicable) are fulfilled by the student.
  2. Process the voucher, letter of credit, sponsor letter or purchase order by submitting an invoice to the sponsor for payment.
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For registration or billing questions, please contact:

Lisa Malbone  
Business Operations Coordinator  
Noncredit Registrar  
[continuing-registration@udel.edu](mailto:continuing-registration@udel.edu)  
Phone: 302-831-1138



### Third Party Sponsor Billing Agreement

The following form must be completed to provide authorization for the University of Delaware to bill your Third Party Sponsor for all or part of your educational expenses. After your request is processed, an invoice will be sent to the contact provided below. Please note: Students must pay any non-sponsored portion of the program fee at the time of registration.

#### Step 1: Student Information

Student Name: \_\_\_\_\_  
Student E-mail: \_\_\_\_\_ Student Phone: \_\_\_\_\_

#### Step 2: Sponsor Information

Sponsor Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Email: \_\_\_\_\_

Program: \_\_\_\_\_ Term: \_\_\_\_\_

Charges covered by the sponsor:

Program Fee: \_\_\_\_\_ Other: \_\_\_\_\_

#### Step 3: Student acceptance of terms and conditions: I understand and agree to the following conditions:

- If payment is not received in a timely manner from me or my Sponsor, a hold will be placed on my account preventing any future registration as well as receipt of a transcript or certificate.
- This agreement does not relieve me from my financial responsibility. I am fully liable for charges not paid by my sponsor.
- Any unpaid balance on my account will be referred to a collection agency and reported to credit bureau organizations. Under such circumstances, I may also be responsible for all attorney's fees, other costs and charges necessary for the collection of any amount not paid when due.

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

Return form to:  
Noncredit Registrar  
University of Delaware  
Division of Professional and Continuing Studies  
Email: [continuing-registration@udel.edu](mailto:continuing-registration@udel.edu)