

Third Party Agreement (TPA) Application

Instructions and Terms for Academic Year 2024-2025

A Third Party is an entity that has agreed to pay all or a specified portion of a student's or group of students' tuition, fees and other charges at an institution of higher education. Portland State University will invoice sponsors that require a separate invoice for the items on the student bill which the sponsor will pay in support of a student. To be considered for the TPA billing process, sponsors must complete this application form for the academic year and return to the Student Financial Services Office.

Note: There is a \$25 TPA service charge per student per term.

Unless otherwise noted, a completed application form and a letter of support are due by the following dates in order to ensure coverage for the associated term(s):

Term	Application Due Date
Fall 2024	September 13th, 2024
Winter 2025	December 26th, 2025
Spring 2025	March 14th, 2025
Summer 2025	June 13th, 2025

Sponsor's Billing and Contact Information

Organization Name: _____

Billing Address: _____

City, State, Postal Code, Country: _____

Billing Contact Name: _____

Billing Contact Title: _____

Billing Contact's phone #, with international codes: _____

Billing Contact's fax #, with international codes: _____

Billing Contact's email: _____

Name of person authorized to submit this agreement: _____

Payment is due 60 days after the invoice date.

Payment Methods

Third-Party Agreement (TPA) invoicing payments can be made by check, credit card, cashier's check, money order or wire transfer drawn on U.S. funds. **To ensure proper credit, provide the TPA invoice number and the students' Portland State University ID number with the payment.** Please make checks payable to Portland State University.

Payment Address:

PSU Cashier's Office
PO Box 908
Portland OR 97207

Electronic funds transfer:

To set-up wiring information: Please contact **Third Party Billing at 3rdparty@pdx.edu**. Please note that banks will charge you a service fee of approximately \$10-to \$60 to initiate the wire transfer. Wire fees are in addition to the invoiced amount due to Portland State University.

TPA Invoicing FERPA Disclosure

Portland State University is prohibited by the federal Family Educational Rights and Privacy Act (FERPA) from releasing class names, descriptions, transcripts, grades, financial aid information, or information about other charges. **The student is responsible for providing this information to the sponsoring organization if it is required. The student must authorize the Student Financial Services Office to release necessary information to his/her sponsor for the purposes of Third-Party Agreement quarterly invoicing.** This may include electronic transmission methods (email, fax, etc.), if requested.

Sponsor Agreement

The TPA credit will be applied to the student's account prior to invoicing the sponsor. It is understood the agreed upon charges are not dependent on attendance, obtaining a grade, performance and/or financial aid status. If the sponsor does not pay the TPA invoice within 60 days of the issuance of the invoice, Portland State University reserves the right to remove the TPA credit applied to the student's account. These charges will then be due and payable by the student. This action may cause the student's account to become past due and delinquent. The student's account may be placed on hold. This hold will prohibit future enrollment, transcript and diploma releases. The student will have 30 days to pay the balance in full. If this account is referred to an outside collection agency, the student may be responsible for all collection costs, interest, legal and court fees, if applicable.

Student Information

Complete this application for a single student. For a group of students, provide a roster, which must include the following information for each student sponsored by the organization.

Last Name: _____ MI: _____

First Name: _____ DOB: _____

Portland State University Student ID#: _____

Sponsor Reference # (if applicable): _____

Program (if applicable): _____

Maximum credit hours per term (if applicable): _____

Indicate the terms that your organization will sponsor this student for the academic year

☐ Fall 2024

☐ Winter 2025

☐ Spring 2025

☐ Summer 2025

Please indicate charges covered by this TPA. All other charges will remain the student's' responsibility and will be subject to the Portland State University Payment Plan.

Charges to be invoiced:	Maximum Amount (If applicable):
<input type="checkbox"/> Tuition	
<input type="checkbox"/> Mandatory Fees	
<input type="checkbox"/> Class Fees	
<input type="checkbox"/> Online Learning Fees	
<input type="checkbox"/> Health Insurance	
<input type="checkbox"/> Housing Charges	
<input type="checkbox"/> Meal Plan	
<input type="checkbox"/> Matriculation Fee	
<input type="checkbox"/> TPA Service Charge (\$25)	
<input type="checkbox"/> Other (please specify)	

Any additional information/requests (i.e. grades, class schedules, additional funding): _____