

**Continuing
Studies** at the



School of the Art Institute
of Chicago

THIRD PARTY BILLING AND SPONSORED STUDENTS

Third party billing is when a company or government/outside agency has established special billing arrangements to cover tuition and/or fees for students that it sponsors. Continuing Studies must receive an authorization from the sponsoring agency before third party billing can be processed. All billing authorizations – which may be a letter, purchase order, or voucher – must be on official agency letterhead and signed by an officer of the organization.

Payment by the sponsor must be made directly to the Continuing Studies; agreements where payments are sent to the student cannot be honored. All authorizations must include the term that the authorization is in effect. Continuing Studies cannot accommodate any restrictions or contingencies on the authorization. For instance, if the agency requires transcript information before payment, Continuing Studies cannot authorize third party billing.

All sponsored students are required to complete a Tuition Repayment Agreement (promissory note) in order to be registered for the class and to initiate third party billing. In the event of non-payment or partial payment by the third party agency, the student will be charged for the unpaid amount. Third parties are invoiced after the class is confirmed to run. Payments must be made within 30 days of billing. If payment is not received within 30 days, the agency and the student will be notified, and the student will be billed for the unpaid amount as authorized on the Tuition Repayment Agreement. Any charges that are not paid by the sponsor are billed to the student.

TUITION REPAYMENT AGREEMENT**Student information**

Student ID	Last name	First name	
Address	City	State	Zip
Mobile phone	Work phone	Email address	
Term	Class #	Course title	Tuition
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In consideration of the Tuition Repayment Agreement, and intending to be legally bound, I agree to pay the School of the Art Institute for the above courses if payment is not received from the third party listed on the reverse side of this sheet within 30 days of billing. The amount is to be charged to the following credit card.

Card type: American Express Discover MasterCard Visa

Cardholder's name (as it appears on card)

Billing address	City	State	Zip
Phone	Email address		
Credit card number	Expiration date		

I recognize that this is a just debt and by my signature accept full responsibility for my indebtedness to the School. I understand that failure to pay my debt to the School will result in the following:

- All School privileges and services will be suspended.
- I will not be permitted to register for any courses in subsequent semesters.
- My transcript and any other official School documents will not be released.
- My account will be referred to Collections.

Student signature (Parent signature required if student under the age of 18) | Date

TUITION REPAYMENT AGREEMENT

Third party information

Third party

Contact last name	Contact first name	Title
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Billing address	City	State	Zip
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Phone	Email address
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Note: The completed Tuition Repayment Agreement must be accompanied by a letter, purchase order, or voucher on official agency letterhead and signed by an officer of the organization in order for the student to be registered for the class and to initiate third party billing.