



University of Texas Permian Basin

Office of Student Accounts
4901 E. University Blvd.
Odessa, TX 79762
Phone 432-552-2706 Fax 432-552-2707

Guidelines for Third Party Contract Agencies

Third Party Contract Agencies (**TPC**) are identified as Businesses, Agencies, School Districts, Foreign Embassy's, or Institutions who agree to accept financial responsibility for all or part of a student or group of students' expenses including, but not limited to, Tuition and Fees, Room and Board.

The TPC or the respective student should submit documents to the Accounts Receivable Representative in the Student Account's Office by one of the following methods:

1. In person: MB 1220
2. Email: Accounts Receivable, ar@utpb.edu

Authorizations, Vouchers, Letters of credit, or Spreadsheets from the Agency **MUST** include the following:

- Student Name
- Student's University ID# or last four of SSN
 - **Note:** All admitted students are given their University ID number on their acceptance letter. Social Security Numbers should NOT be used except as required by Sponsoring Government Agencies
- The amount and courses that will be covered; any amount not covered.
- TPC representative's contact information, including email and phone number
- Billing/Invoice address and contact information
- Submitted documents must be complete and contain all applicable signatures and authorizing document numbers.

All TPC Agencies must have their information to the AR Representative no later than 5 business days prior to the **first payment deadline** (*refer to academic calendar <https://www.utpb.edu/academics/academic-calendar/>*) for a semester or term, to allow ample time for processing, to meet payment deadline requirements, and to assure that the student appears on the first day class roll.

Sponsorship information submitted for late registrants during the Late Registration period for any semester or term must be received **prior to noon of the last day of late registration** to meet payment deadline requirements.

Billing will be sent to the TPC agency following the last day to withdraw (census date) and Remittance due is **30** days. Invoice should be included with payment.

Every TPC Agency will need to provide an updated W9 to set up as a vendor once contact is established.

Responsibilities & Additional Information

- Students are responsible for registering for classes online, and must have completed their registration before TPC credit can be applied to their account.
- If TPC information has not been received on or before the payment deadline, payment will be required from the student. The student will be reimbursed when the TPC's Agency information has been received.
- Credit will be applied after Census date (12th class day) to allow for any drops or withdrawals.
- Any balance above a TPC's limit is the student's responsibility and must be paid by the applicable payment deadline.
- The student will be responsible for paying any amount that is invoiced to but not paid by the TPC agency including adjustments made after payment is received.
- If a student withdraws from the University or makes schedule changes, they must notify their agency and contact the Bursar's Office so that adjustments can be made accordingly.
- Any changes after payment is made will be the responsibility of the student to resolve with their Agency.