

# University of Memphis

## Third Party/Direct Billing Contract

We thank you for choosing the University of Memphis as the educational option for your employees to achieve their professional and educational goals. Below are the requirements and questions to be completed and submitted to the University to establish the third party/direct billing agreement for tuition and fees.

Once the third party/ direct billing contract has been established, the employer must submit the UofM Company Authorization Direct Billing Form (link) by the fee payment deadline for each qualified employee for each term. Invoices will be sent directly to the employer, not to the student.

**The following information is required to set up students under the Employer Direct Billing option:**

1. **Number of Company Employees :** \_\_\_\_\_
2. **Billing Address:** \_\_\_\_\_
3. **Company Contact/Representative :** \_\_\_\_\_  
**Secondary Contact :** \_\_\_\_\_
4. **Primary Telephone Number :** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_
5. **Email:** \_\_\_\_\_
6. **Employer Tax ID # :** \_\_\_\_\_
7. **Alternative credit fees authorized to be paid by employer ( Please mark selection )**
  - a. Credit by exam Yes  No
  - b. Experiential Learning Credit Yes  No
8. **Maximum tuition and fees allowable per employee per semester ( Please complete all that apply )**
  - a. \$ \_\_\_\_\_ or \_\_\_\_\_ % per term
  - b. \$ \_\_\_\_\_ or \_\_\_\_\_ % per course
  - c. Max # courses, per term : \_\_\_\_\_
  - d. Max # credits, per term: \_\_\_\_\_
  - e. No maximum benefit : \_\_\_\_\_
9. **Are there any other employee groups that may receive different amounts of Tuition Assistance (other than what is indicated above) who would also be utilizing Direct Billing?** Yes  No 
  - a. If yes, please explain the different amounts and which groups are eligible for each:  
\_\_\_\_\_  
\_\_\_\_\_
10. **Is the Authorization required to be sent with the invoice?** Yes  No

**11. How many students should be included on one invoice?**

- a.  Single Invoices: One student per invoice
- b.  Mass Billing: Unlimited students on one invoice
- c.  Limited Invoices: A specific number of students per invoice ( e.g. 25 students per invoice) explain:  
\_\_\_\_\_

**12. Preferred method for receiving invoices:**

- a.  Email (preferred). Please provide email address: \_\_\_\_\_
- b.  FAX # \_\_\_\_\_
- c.  USPS

**13. What form of payment will be used?**

- a.  Check
- b.  ACH (Will require advance set up.)
- c.  Credit Card [Fax only to (901) 678-2772]

Note: Copy of invoice will need to be submitted with payment within 45 days of invoice date.

**To best serve your organization, submitting a copy of the company's Tuition Assistance Program with this form would be beneficial and greatly appreciated.**

Per the information covered above, \_\_\_\_\_ agrees to pay the authorized amount of tuition expenses as stated on the UofM Company Authorization Form for Direct Billing, regardless of grades. It will be the responsibility of \_\_\_\_\_ to collect from its employees any balance due. Invoices will be submitted for payment after the full term 25% refund period. All payments will be due to the University of Memphis upon receipt of invoice and no later than 45 days from the original invoice date.

Sign: \_\_\_\_\_

Date:

Print Name:

Title:

**Bursar's Office Use Only**

<b>Bursar's Office Use Only</b>			
Approved By:		Date:	
Assigned U#:		Contract :	