

IU South Bend Guidelines for Third Party Sponsorships

1. The authorization must clearly indicate which tuition/fees will be paid by the sponsor. If not clearly stated, IUSB will bill for all tuition and fees as shown below:
 - Tuition
 - Mandatory Fee: activity fee, technology fee and new student enrollment fee charged to ALL IUSB students
 - Course/Class Fees: fees associated with specific courses (Ex: lab fees)
 - Program Fee: fees associated with a specific major

Other fees that may be included upon your specific request:

 - Optional Fees: (Ex: parking)
 - Housing: on-campus housing
 - Penalty Fees: (Ex: late registration fee, late schedule change fee, late payment fee)
2. The authorization must include or state:
 - Student's name
 - 10-digit University Identification (UID) number
 - The authorized term
 - Sponsor contact information: name, phone number and mailing address
 - Amount or charge type authorized for payment
3. Payment of fees cannot be conditional upon information listed below. If confirmation of this information is required before payment is made, the confirmation cannot restrict timely payment of outstanding balances.
 - Specific course enrollments
 - Final grades
 - Completion of Course
 - Employment status
4. Authorizations must be in the Office of the Bursar by the end of the fourth full week of class for a term. Any authorizations received after that date, will be returned to the student.
5. The organization will be invoiced following the close of the IUSB refund period, (which is generally scheduled five to six weeks into the academic term). Payment in full will be expected approximately 30 days later. (The exact due date will be printed on each invoice.) The IUSB calendar is available online at <http://www.iusb.edu/~regr>.
6. When a student submits an authorization, a credit is posted on their bursar account and the appropriate charges are transferred to the sponsor's account (your account).
7. Failure to remit payment by the due date shall result in charges reverting back to the student's bursar account. Often, this results in a past due balance on the student's account, subject to late fees and service restrictions at the University.
8. IUSB reserves the right to suspend acceptance of future authorizations based on your payment history.