

IU South Bend Third Party Sponsorship Program

Thank you for your interest in providing third party tuition assistance (sponsorship) for students attending Indiana University South Bend (IUSB). Our office appreciates the efforts undertaken by any business/agency intended to ease the financial considerations students must face when pursuing higher education.

IUSB has established specific procedures for accepting an organization’s written intention to pay and considers the document a formal guarantee that we will receive payment from the sponsoring organization once billed. We have found that this process satisfies the financial requirements of the majority of the sponsor organizations.

This process is student driven and typically begins with the delivery to our office of the tuition assistance documentation (“voucher”). When the voucher is received by our office, a credit is posted to the student’s bursar account and the appropriate charges are transferred to the third party sponsor account.

IUSB offers this process as a convenience, allowing the student the opportunity to utilize third party tuition assistance benefits. While the student is temporarily relieved of his/her obligation to make payment for the authorized amount of tuition assistance, IUSB does not consider the financial obligation fulfilled until the sponsor organization has made payment in full. The process guidelines are enclosed for your review and approval.

We understand that individual organizations may require exceptions to our policies and procedures. Please contact us to discuss any special processing requests.

IUSB provides the best possible service for our students; therefore, we have developed these policies and procedures to extend service excellence to students with third party tuition assistance. Should you have any questions concerning our procedures for filing a sponsorship, feel free to contact our office.

Please confirm receipt/approval of the IU South Bend Guidelines for Third Party Sponsorships by signing and returning this letter to the address shown (facsimile will also be accepted).

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| Signature | Title |
| Date | |

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| Printed Signature | Title |
| Date | |