



Finance and Administration
Finance and Accounting Division
University Financial Services
<http://fa.ufl.edu/ufs/>

S113 Criser Hall
PO Box 114050
Gainesville, FL 32611-4050
(352) 392-0181 Fax (352) 392-3448

MEMORANDUM

TO: Sponsored Student
FROM: University Financial Services
SUBJECT: Late Charges & Invoicing Sponsor

At the beginning of the first term, before the end of the drop/add period, all sponsored students are required to stop by Room S-113 in Criser Hall to see someone in the Scholarship Accounting Department. A Third Party Donor Deferment will be processed to cover tuition charges at that time, if we have a letter of authorization or Sponsorship from your Sponsor to bill them for your tuition. As long as you are a registered student, we have a current letter of authorization from your Sponsor on file, and your sponsor is not two terms or more delinquent, University Financial Services will automatically process a third party donor deferment for you each term following the first one. **Please note, if your Sponsor's payment becomes two terms delinquent, the balance of the tuition will become your responsibility and your delinquent tuition debt may be reported to a credit bureau.** Also, if you register late, you will be charged a \$100.00 late registration fee. If you register after the fee payment deadline you will also be charged a \$100.00 late payment charge. **Your sponsor is not responsible for paying these two charges.**

After the fee payment deadline, we will invoice your sponsor for your tuition payment. The following information that is considered confidential will be included on the invoice.

1. Description of course
2. Number of hours
3. Other Payments (i.e. waivers)
4. Cost of Courses

The Buckley Amendment protects the privacy of students' records. The information listed above is considered confidential. However, this information is required by your sponsor.

Please acknowledge that you understand and agree with sending the pertinent information to your sponsor by signing and dating below.

Signature

UFID

Date