

### General Information

UAF students who are sponsored by a company, local, state, federal or international governmental agency or a branch of the US military may be eligible to have all or a portion of their bills sent directly to the sponsor. We must have a letter of authorization or purchase order on file for each student before the award can be processed. Once processed and a bill is generated, payment by the sponsor is due upon receipt.

The charges paid by the sponsor can vary – some will pay tuition and mandatory fees, others will also pay for parking, housing, dining or other charges. The student is responsible for paying any charges not authorized by the agency by the fee payment deadline to avoid the application of late fees to his/her account.

### Billing Procedures

There is no standard form for an agency to complete as each agency is different in the information they require to be billed correctly. As a result, some companies will write a letter, on business letterhead, stating what they are willing to pay. Others have a specific form their agency requires. Regardless of the format, all contracts or letters MUST include the following information in order to be processed:

- the student's Name
- specific charges to be covered (i.e. tuition, fees, room and board, etc)
- date the award applies to (i.e. fall only, spring only, fall and spring)
- agency/sponsor name and contact person
- agency/sponsor mailing address
- agency/sponsor phone number
- agency/sponsor fax number
- purchase order number (for government contracts)

Agencies must submit the contract or letter authorizing payment to Sue Luke, Business Office Manager, NWC Business Office:

- Fax: 907.443.5602
- Email: [ssluke@alaska.edu](mailto:ssluke@alaska.edu) or [metozier@alaska.edu](mailto:metozier@alaska.edu)
- In person: Business Office, Main Building
- Mail: NWC Business Office                      Attention: Sue Luke                      P.O. Box 400  
Nome, AK 99762

*Billing authorizations must be received by the published fee payment deadline in the [academic calendar](#)*

**Note:** A credit will usually appear on the student account within 48 hours of receipt of the

contract. This credit **does not mean** that the Business Office has received payment from the third party – it means authorization has been received. If the agency/sponsor does not pay the entire tuition and fee cost, the student must pay the remaining balance before the fee payment deadline in order to avoid a late payment charge. Authorizations received AFTER the fee payment deadline are subject to late fees and will be the responsibility of the student. **Late fees applied according to this policy will not be waived.**

### Payment Information

Payments are to be made by the agency upon receipt of billing notice. If payment is not received before the next semester begins, the credits will be reversed on the student's account and he/she will be billed for the unpaid amount (including any applicable late fees). Any charges that are not paid by the sponsor are billed directly to the student.

Payments can be made in the form of a check, credit card or an electronic funds transfer.

**Check** – Make checks payable to the University of Alaska Fairbanks. To ensure that check payments are applied correctly and to avoid the student receiving duplicate credit, reference the INVOICE NUMBER or the student ID number. Checks should be mailed to the address above.