

**RHODE ISLAND COLLEGE
OFFICE OF THE BURSAR
THIRD-PARTY PAYERS STANDARD PROCEDURES**

A third-party payer is an individual, private, government/state agency, or other outside entity who will assist in paying for any portion of a student's tuition and/or fees AND are requesting a bill directly from Rhode Island College. To facilitate this process, Rhode Island College will issue a bill to the third party on the student's behalf upon receipt of written authorization from the funding organization. A third-party billing request or Letter of Authorization (LOA) must be submitted at the BEGINNING of each term. Billing requests or LOAs for past due balances must specify the term and exact amount to be paid by the third-party.

A billing request or LOA will not be accepted if contingencies are attached. For instance, if the funding organization requires grade or transcript review before paying, Rhode Island College will not authorize third party billing. In such cases, the student must pay the full amount owed by the College billing deadline, then must seek reimbursement from the funding organization.

Students are responsible for paying any charges not authorized by the third-party by the term due date to avoid late fees and holds from being added to their account. The Bursar's Office will issue invoices to third parties after the add/drop period ends to minimize billing discrepancies due to schedule changes.

Rhode Island College provides a general LOA form for third parties, but it is not mandatory, as each third party may require different information for billing and processing. Some may submit an official letter specifying their payment terms, while others use an agency-specific form.

Regardless of the format, all contracts, vouchers, LOAs, or purchase orders must include:

- Student name and Rhode Island College Student ID number
- Specific charges to be covered (e.g., tuition, fees, full balance)
- Funding Limits (e.g., percentage of tuition, amount to be paid after grants)
- Term of funding (e.g., Fall YYYY, Spring YYYY, Summer YYYY; only one term per LOA is accepted)
- Funding Organization name and billing address
- Contact name, phone number, email address
- Signature of the person authorized to make commitments on behalf of the third-party

Billing requests and LOAs should be submitted to Rhode Island College's Office of the Bursar. Third parties can either send the form directly to the student, who will then forward it to the Bursar's Office, or send it directly to the Bursar's Office.

Billing requests and Letters of Authorization may be sent via:

Mail: Rhode Island College, Bursar's Office, 600 Mount Pleasant Avenue, Providence, RI 02908

Email: Bursar@ric.edu