



Rhode Island College
Office of the Bursar
Third Party Letter of Authorization

1. Student Information
Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

2. Funding Organization / Agency Information
Organization: \_\_\_\_\_
Contact Name: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_
Billing Address: \_\_\_\_\_
Fax Number: (\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

3. Funding Information
Should student grants be applied PRIOR to your agency funding? YES NO
Term covered by funding: \_\_\_\_\_
(Please note we accept one LOA per term)
Table with columns: Item, Authorization Status, Amount. Rows include Tuition, Mandatory Fees, Full balance, Other, and TOTAL AUTHORIZED.

4. Additional Billing Instructions (Employee ID Numbers, Purchase Order numbers, Billing Codes, etc.)

- As an authorized signer of the Funding Organization/Third Party I agree:
- To accept standard invoicing from RIC for all covered charges
- To make payment immediately upon receipt of RIC's invoice
- Payment is not contingent on the student's academic performance or class attendance
- To abide by the Family Educational Rights and Privacy Act of 1974 (FERPA) and not disclose student information to others without the express written approval of the student.
- If the Company/Third Party does not pay the invoiced charges before the end of each term, the student will be responsible for all charges
- Refunds will be returned to billing address as needed unless additional information is provided
- Invoices will be sent by school after term add/drop period concludes
- A new LOA is required each semester

Printed Name of Person Legally Authorized to Sign for Payer Signature of Person Legally Authorized to Sign for Payer Date