

Stanford University Third Party Contract Application

Stanford University
459 Lagunita Drive
Tresidder Memorial Union, Suite 7
Stanford, CA 94305-6036

Contact Information
tpcsupport@stanford.edu

Instructions for completing the TPC Application for Students and Supporting Organizations (Sponsors)

Students: Enter your information below, your invoicing authorization in Axess, and forward the application to your sponsor.
Sponsors: Complete your information, items and duration of support, the academic terms your organization will support the student. The TPC Application should be emailed to the address above prior to the start of enrollment for the initial term, along with any supporting documentation. TPC invoicing can continue for multiple academic years if noted below. For more information on TPC and many other topics, visit our search engine [AskJane](#).

Supported Student's Information

Student's Full Name: Student's Career (Grad/Undergrad):
Stanford ID#: Stanford Email:

Sponsor's Contact and Invoicing Information

Organization Name:
Billing Address:
City / State, Postal Code, Country:
Contact Person: Full Phone #:
Contact's Email: Fax #:
Email for invoicing:

Check the boxes to indicate which fees your organization will pay for the supported student. Your organization will be invoiced for the support each term accordingly. For a list of tuition and fees, see <http://exploreddegrees.stanford.edu/tuitionfeesandhousing/>

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| <input type="checkbox"/> Campus Health Service Fee | <input type="checkbox"/> Course Reader (GSB students only) | <input type="checkbox"/> SBSSA Activity Fee (GSB students only) |
| <input type="checkbox"/> Dining | <input type="checkbox"/> Law Student Services Fee | <input type="checkbox"/> Student Activities Fee (ASSU) |
| <input type="checkbox"/> Document Fee (one-time fee) | <input type="checkbox"/> MSx Deposit (GSB students only) | <input type="checkbox"/> Telecommunications Fee |
| <input type="checkbox"/> GSB Study Trip | <input type="checkbox"/> Music Lab Fee | <input type="checkbox"/> Tuition, Full or \$ per term: <input type="text"/> |
| <input type="checkbox"/> Health Insurance | <input type="checkbox"/> Orientation Fee (one-time fee) | |
| <input type="checkbox"/> Housing | <input type="checkbox"/> P. O. Box Charge | |

Enter the academic year(s) and terms your organization will sponsor the student.

Year(s) for Duration of Support:

- Autumn Winter Spring Summer

Disclosure of Information

Stanford University does not release the following information to sponsors: class names, descriptions, transcripts, grades, financial aid information, or information about other charges. The student is responsible for providing this information to the sponsoring organization if it is required.

Student FERPA Authorization

Students requesting Third Party invoicing must provide the Student Financial Services with their authorization to release financial information to their third party sponsor. The FERPA authorization is considered in effect until the sponsored student 'opts out' of Third Party invoicing by notifying the Student Financial Services office that they are no longer in a third party agreement with the sponsor and the name of the sponsor on the student's Axxess account has been deleted. **Students must authorize invoicing for a sponsor in Axxess by going to the Student Center Tab, Personal Information, Privacy Settings. Select 'Releasable Billing Information Recipients' and enter your sponsor's organization's name, followed by a comma and the word 'Sponsor'.**

Notice of Financial Responsibility

Upon acceptance of this agreement and pending receipt of the sponsor's payment, a temporary credit will be applied to the student's account. Stanford will invoice the sponsor at the beginning of each quarter for agreed amounts. If the sponsor payment is not received by the date due the temporary credit applied to the student's account may be removed. In such cases the student becomes responsible for payment in accordance with University policy (Stanford Bulletin). Unpaid balances may cause the student's account to become delinquent and to be placed on hold which may prohibit future enrollment, as well as release of transcripts and diplomas. If the account is referred to an outside collection agency the student may be responsible for any collection costs chargeable by law. Stanford reserves the right to refuse any Third Party Contract Application if it is not in the best interest of the University.

**All Third Party Contract invoices are produced quarterly and available via Stanford's secure cloud server after the Final Study List
Deadline. Payment is due within 25 days of invoicing.**

Payment Methods

Third Party Contract invoicing payments can be made by check, cashier's check, money order or wire transfer drawn on U.S. funds. **To ensure proper credit, your organization's Sponsor ID# (on the TPC Invoice) must be listed with your payment**

When paying by mail, please remit your payment to the following address:

Stanford University
Cashier's Office
459 Lagunita Drive, Tresidder Memorial Union Suite 7
Stanford, CA 94305-6036

Electronic Funds Transfer - Please note that your bank may charge you a service fee to initiate the wire transfer. Wire transfer fees are in addition to the invoiced amount due to Stanford and should be included in your total payment to your sending bank

Wells Fargo Bank, Corporate Banking Division
Attention: Banking Services Officer for Stanford University
San Francisco, Main Office, 420 Montgomery Street
San Francisco, CA 94104-1206

Bank Account Number: 4123217945
Bank ABA Number: 121-000-248 (Domestic)
Bank BIC or SWIFT Number: WFBIUS6S International)