

**Are Intensive English Students Eligible to Participate in Sponsor Billing?**

No. Students enrolled in UIUC Intensive English Institute, UIC Tutorium in Intensive English, or UIS Intensive English Program must submit their Sponsor Authorization directly to their respective campus Intensive English office

**Is Health Insurance Mandatory?**

YES. All students must have health insurance coverage. Students whose Sponsor is providing health insurance must have their Student Health Insurance waived. For links to the campus Insurance Offices please visit <http://paymybill.uillinois.edu/SponsorBilling>

**What if Sponsored Students are Expecting Tuition and Fee Waivers?**

Sponsored students who receive tuition and/or fee waivers must notify [usfcoSponsorBilling@uillinois.edu](mailto:usfcoSponsorBilling@uillinois.edu) immediately upon receiving notification of the waiver. Please visit <http://paymybill.uillinois.edu/SponsorBilling> for links to the campus Financial Aid Offices for additional questions

**Are Housing and Meal Charges Included in Sponsor Billing?**

USFSCO Sponsor Billing will invoice authorized housing and meal charges to Sponsors only for students living in University of Illinois campus housing. Private residence hall and other private sector housing charges are not eligible for Sponsor Billing. Approved Interim Housing and Housing Advances may be invoiced through Sponsor Billing

**How are Incidental Charges Paid?**

Incidental charges such as fees for voluntary activities, fines and penalties are not eligible for Sponsor Billing. Students may seek reimbursement from their Sponsor for these charges outside Sponsor Billing, but these charges are the student's responsibility



# Sponsor Billing for Students & Sponsors



Postage

# Welcome!

Thank you for choosing the University of Illinois.

University Student Financial Services and Cashiering Operations (USFSCO) is a department you will be in contact with throughout your relationship with the University.

Students expecting financial support from a Sponsor, and Sponsors providing that support, are highly encouraged to establish a relationship with USFSCO Sponsor Billing before the students arrive on campus. When Sponsored Students arrive they should check-in with USFSCO Sponsor Billing at their earliest convenience. Sponsored Students often deliver their Sponsor Authorizations to other departments and the Authorization never reaches USFSCO. It is imperative that the student or Sponsor delivers their Authorization to USFSCO.

We look forward to working with you to ensure timely and accurate payment of your account.

*USFSCO Sponsor Billing*

**Contact Information:** [usfcoSponsorBilling@uillinois.edu](mailto:usfcoSponsorBilling@uillinois.edu)

**Webpage:** <http://paymybill.uillinois.edu/SponsorBilling>

## Sponsor Participation Criteria

- Be approved by USFSCO – [usfcoSponsorBilling@uillinois.edu](mailto:usfcoSponsorBilling@uillinois.edu)
- Support a minimum of five (5) students at the University of Illinois
- Submit authorizations and payments by the deadlines posted at <http://paymybill.uillinois.edu/SponsorBilling>
- Remit payment without a transcript of the student's grades
- Require direct invoicing, i.e. Sponsor cannot remit payment from a copy of the student's bill
- Report billing or payment errors to [usfcoSponsorBilling@uillinois.edu](mailto:usfcoSponsorBilling@uillinois.edu) during the term in which the error occurred
- Join and actively monitor USFSCO Sponsor Billing Listserv to receive important notifications

## Sponsor Authorization Criteria

- Be written in English under official Sponsor letterhead and signed by the Sponsor
- Include each student's full name, date of birth, and University identification number (UIN) if known (last four digits of Social Security Number (SSN) acceptable\*)
- Request an invoice from the University of Illinois
- Specify an itemized list of the charges the Sponsor will pay, together with the maximum per-student payment amount (if applicable)
- Indicate the starting semester and duration of the Authorization
- Provide a contact name, email, phone number and billing address, with specific invoicing instructions
- Stipulate procedures in the event of overpayment due to student enrollment changes or receipt of additional financial aid

*\*Authorizations including full SSN will be rejected and deleted from our electronic files*

## Student Participation Criteria

- Be a registered student (Intensive English programs are not eligible for Sponsor Billing)
- Submit a valid, current authorization and Sponsor Payment Plan Application (SPP) by deadlines posted at <http://paymybill.uillinois.edu/SponsorBilling> **each time the Sponsor provides an updated Authorization**
- Monitor monthly billing notifications, pay all non-Sponsored charges, and report any billing errors to USFSCO Sponsor Billing as soon as possible but no later than the term in which the error occurred
- Communicate with [usfcoSponsorBilling@uillinois.edu](mailto:usfcoSponsorBilling@uillinois.edu) to ensure that there is an active and accurate Authorization on file before the start of term
- Submit proof of Health Insurance to the campus Insurance Office for waiver if the Sponsor does not pay the Student Health Insurance fee (see link to the Campus Insurance Offices at <http://paymybill.uillinois.edu/SponsorBilling>)
- Pay the Sponsor Payment Plan Fee which is assessed each term

## Sponsor Payment Instructions

- Full payment is due no later than the Sponsor Payment Due Date posted at <http://paymybill.uillinois.edu/SponsorBilling>. If the Sponsor is unable to meet this due date, please contact USFSCO Sponsor Billing to explain why and when payment will be remitted. Failure to comply with this requirement will transfer full payment responsibility back to the student
- When paying by international wire transfer, Sponsors must initiate the payment at <https://www.peertransfer.com/school/uitpb>
- When paying by domestic wire transfer or ACH/EFT, contact [usfcoSponsorBilling@uillinois.edu](mailto:usfcoSponsorBilling@uillinois.edu) for banking information and instructions
- When paying by check, Sponsors must send the check together with a copy of the Sponsor invoice to:  
  
USFSCO Sponsor Billing  
506 S Wright Street, HAB 162  
Urbana, IL, 61801  
USA

**Sponsored Students are responsible throughout their tenure in Sponsor Billing to ensure that USFSCO Sponsor Billing receives both a current Sponsor Payment Plan (SPP) Application and Sponsor Authorization by the deadlines posted at <http://paymybill.uillinois.edu/SponsorBilling>**

**Sponsors must be approved by USFSCO in order to be invoiced through Sponsor Billing**

## Frequently Asked Questions

### How is the Sponsor Authorization Submitted?

- Students who have access to their Sponsor's Authorization must upload it as they complete their SPP at <http://paymybill.uillinois.edu/SponsorBilling>
- Students who do not have access to their Sponsor's Authorization must complete their SPP and follow up with their Sponsor to email the Authorization to [usfcoSponsorBilling@uillinois.edu](mailto:usfcoSponsorBilling@uillinois.edu)
- Each time their Sponsor issues an Authorization, students must complete a new SPP and upload the new Sponsor Authorization or ensure their Sponsor has submitted the Authorization to [usfcoSponsorBilling@uillinois.edu](mailto:usfcoSponsorBilling@uillinois.edu) by the deadlines posted at <http://paymybill.uillinois.edu/SponsorBilling>

### What is the Sponsor Payment Plan Application or "SPP" ?

The SPP is one of two documents required by USFSCO Sponsor Billing for students to participate in Sponsor Billing. The SPP serves as a FERPA release for the University, and verification that the student understands the responsibilities of participating in Sponsor Billing

### How & When is the SPP Completed?

The SPP is completed by the student each time the Sponsor issues a new Authorization. It must be completed by the deadlines posted at <http://paymybill.uillinois.edu/SponsorBilling>

### What is the Sponsor Payment Plan Fee?

The Sponsor Payment Plan Fee is a mandatory, non-refundable fee assessed by USFSCO Sponsor Billing. This fee is charged in lieu of the 1.5% per month finance charge the University assesses on all student account balances that are not paid in full by the due date. The amount of the fee is the same as that charged to students who participate in the University's regular Payment Plan

### Who Pays the Sponsor Payment Plan Fee?

Sponsored students are responsible for ensuring that the Sponsor Payment Plan Fee is paid. It may be paid by the student or Sponsor, but if the Sponsor agrees to pay, this must be specified on the Sponsor Authorization