

# University of Illinois System

Urbana-Champaign

Chicago

Springfield



## SPONSOR BILLING

When some or all of a student's tuition and fees are paid by a sponsoring organization (Sponsor), the student and Sponsor may qualify to participate in Sponsor Billing at the University of Illinois. Sponsor Billing is an arrangement whereby the University invoices the Sponsor for authorized charges on the student's behalf.

### Eligibility Requirements for Sponsor Billing

Sponsor	Student
<ul style="list-style-type: none"><li>• Receive USFSCO approval to participate in Sponsor Billing</li><li>• Require direct invoicing from the University</li><li>• Submit Sponsor Authorizations (if applicable) and payments by deadlines listed at <a href="https://paymybill.uillinois.edu/SponsorBilling">https://paymybill.uillinois.edu/SponsorBilling</a></li><li>• Sponsor payment is NOT contingent upon grades</li></ul>	<ul style="list-style-type: none"><li>• Be sponsored by a USFSCO Sponsor Billing approved Sponsor</li><li>• Submit a valid, current Sponsor Authorization (see below) and Sponsor Payment Plan (SPP) Application by the deadline listed at <a href="https://paymybill.uillinois.edu/SponsorBilling">https://paymybill.uillinois.edu/SponsorBilling</a></li><li>• Monitor monthly billing notifications, pay all non-Sponsored charges, and report any billing discrepancies to USFSCO Sponsor Billing</li><li>• Email <a href="mailto:USFSCOSponsorBilling@uillinois.edu">USFSCOSponsorBilling@uillinois.edu</a> promptly upon adding, dropping or withdrawing from class</li></ul>

### Sponsor Authorizations Must:

- Be written in English on official Sponsor letterhead
- Include contact information (email, phone number and mailing address), and invoicing instructions
- Include sponsored students' name, University Identification Number (UIN), and date of birth
- Indicate the starting semester and duration of the Sponsor Authorization

## Sponsor Billing Frequently Asked Questions

### What is the Sponsor Payment Plan (SPP) Application?

University of Illinois Sponsor Billing requires all sponsored students to complete a Sponsor Payment Plan (SPP) Application. Upon submitting an electronically signed SPP, you acknowledge your understanding of the terms and conditions for participating in Sponsor Billing, and authorize the University to release pertinent information to your sponsor in compliance with FERPA regulations.

### How and When should the SPP be completed?

The SPP is located at <https://paymybill.uillinois.edu/SponsorBilling> and accessed using your University Net ID and password. The SPP must be completed at the beginning of each semester you receive a new Sponsor Authorization. Deadlines for completing the SPP are located at <https://paymybill.uillinois.edu/SponsorBilling>

### How are Sponsor Authorizations Submitted?

All Sponsor Authorizations must be uploaded when you complete your SPP Application. If you do not have access to your Sponsor Authorization, you must ask your Sponsor to email the Authorization to [usfscosponsorbilling@uillinois.edu](mailto:usfscosponsorbilling@uillinois.edu).

### What is the Sponsor Payment Plan Fee?

The Sponsor Payment Plan (SPP) fee is a mandatory, non-refundable fee assessed to all students who participate in the University's Sponsor Billing Program. The SPP fee is \$45 per semester for Fall and Spring semesters, \$22.50 for Summer semester.

## Sponsor Billing Payment Instructions

**Mail Payments To:** University of Illinois  
Attn: ARO Sponsor Billing  
809 S Marshfield Ave, M/C 557  
Chicago, IL 60612

All checks must be payable to the University of Illinois. To ensure proper credit, all payments must indicate the students' University ID Number (UIN), and the Sponsor Invoice Number.

<b>Domestic (U.S.) Wire Transfer Information:</b>	<b>ACH Information:</b>
JPMorgan Chase Bank NA 4 New York Plaza, Flr 15 New York, NY 10004 Account Title: University of Illinois E-PAY Account No.: 633917000 ABA/Routing No. 021000021 SWIFT I.D. CHASUS33	JPMorgan Chase Bank NA 1 East Old State Capitol Plaza Springfield, IL 62701 Routing Number: 071000013 Account Number: 622386431
<b>International Wire Transfer Information:</b>	
<a href="https://www.flywire.com/pay/uitpb">https://www.flywire.com/pay/uitpb</a>	