PROCEDURE:

I. 3rd Party Vendor

A. 3rd Party Vendor Responsibilities

1. Authorization(s) for Payment Mailed, Faxed or E-mailed to Business Office
   a. NO Verbal Authorizations will be accepted

2. Student Name(s)

3. Student ID Number
   a. Social Security Number or Banner ID Number

4. Amount of Authorization for Tuition and Fees
   a. No Specified Amounts are Considered Unlimited Tuition and Fees

5. Amount of Authorization for Books and Supplies
   a. No Specified Amounts are Considered Unlimited Books and Supplies

6. Amount of Authorization for Room and Board
   a. No Specified Amounts are Considered Room and Board

7. Dates of Coverage

8. Either By Semester or Actual Dates

B. Student Responsibilities

1. Contact the Business Office to Accept Fees
   a. This MUST be done by the 2nd day of the Semester to Avoid Late Fees and Classes Being Dropped

2. Charge Books and Supplies at Book Depot to Vendor

3. Know Maximum Amounts Allowed to Charge 3rd Party Vendor

4. Know Cut-off Dates for Charging 3rd Party Vendor
   a. Fall and Spring Semesters - 15th Class Day
   b. Summer Semester - Around June 20th
   c. New Accounts Can Be Opened After July 1st If There Is Still Money Left From the Original Authorization or with Approval of 3rd Party Vendor

5. Student Will Be Responsible for ANY Charges Billed NOT Covered by 3rd Party Vendor
C. MSU Billings Responsibilities

1. Input Authorizations into Banner
2. Notify Financial Aid of Authorized Amount
3. Notify the Bookstore of Authorized Amount
4. Accept Charges for Students that have contacted the office
5. Apply Book Depot Charges to the Accounts
6. Balance 3rd Party Vendor Accounts with Student Accounts
7. Mail Out Billing Notices to 3rd Party Vendors
8. Apply Payments to Appropriate Accounts as Received