

**Policy Number: 241.0**

**Policy: 3<sup>rd</sup> Party Vendor**

**Effective Date: 3/2013**

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**Approved by: Business Services Director**

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**POLICY:**

I. 3rd Party Vendor

- A. Montana State University Billings will establish a third party relationship with outside vendors who are assisting students with tuition and fee; room and board, and book payments.
- B. The student and vendor are responsible to notify the University of their agreement. The vendor sends notification directly to the University describing the financial assistance they are supplying to the student. (i.e. purchase order)
- C. If for any reason the third party fails to comply with the student/vendor agreement the student will be billed the unpaid balance owing on the account.
- D. The University will not be responsible for any disputes or litigation between the student and vendor.