



Employer Reimbursement vs. Third Party Billing

My employer/organization is helping me pay the bill. What are my next steps?

The first step in determining the answer to this question is **checking with your employer's Human Resource Department, or a similar figure within any sponsoring organization. Are they reimbursing you? If so, this does **NOT** qualify as Third Party Billing. Are they having Temple bill them directly without any other contingencies? This could qualify as Third Party Billing. Refer to the chart below to see what materials you will need to gather before the first bill is due.

Third Party Billing	Employer Tuition Reimbursement
<p>Temple University bills an outside organization/company for all or a portion of a student's tuition and fees.</p> <p>Visit Third Party Billing FAQs for more information</p>	<p>Employer reimbursement is an agreement between the student and their employer/organization, not between the University and the employer/organization, so payment to Temple is not guaranteed.</p>
<p>Our Third Party Coordinator requires valid authorization from the organization/company to directly bill authorized student account charges.</p>	<p>Check with your company/organization's Human Resource area to see what is required.</p>
<p>Contain no restrictions or contingencies (for example, if the organization/company requires grades or transcripts prior to payment, the transaction does not qualify as Third party billing Contract).</p>	<p>If you are utilizing Employer Reimbursement, you will want to make sure your bill is paid in full by the semester bill due date to avoid any additional fees or holds.</p>
<p>The authorization letter or voucher must itemize the type of fees and charges that the organization/company will be responsible for paying, for example: tuition, housing, mandatory fees. It must also include the exact start and end dates of the period for which the organization/company will pay the student's charges.</p>	<p>Common requests include a Billing Statement: If a tuition or billing statement is needed for proof of charges, this can be obtained by accessing your bill statement through TU Pay.</p> <p>**Temple University does not provide itemized tuition bills.</p>
<p>The voucher will only be valid for one semester. Your organization/company must submit a voucher each semester to continue the authorization process.</p>	<p>You may need Academic Course Information: If specific academic or course information is needed, please contact your Academic Program with specific details for your request.</p>
<p>Contact the Third Party Coordinator before the end of the drop/add period for each semester. If a billing authorization is not received and on file by the deadline, students are responsible for any payment plan/late fees that may be assessed.</p>	<p>You can submit any forms that need to be completed for Employer Reimbursement to the Fox Financial Aid Coordinator, or Student Financial Services.</p>
<p>Pay any charges not covered by the organization/company on time to avoid payment plan/late fees.</p>	<p>Visit Temple University's Student Financial Services website for more information about Tuition Remission and Employer Reimbursement.</p>
<p>Include your full name and nine digit TU ID number on any paperwork submitted.</p>	

What does NOT fall under Third Party Billing:

- Contracts that do not require a billing invoice and require a student to turn in a transcript to receive funds, i.e., (AmeriCorps, Gates Scholars Reimbursements, Employer reimbursement).
- Trust funds: letters from executor of estates or bank
- Prepayment plans: 529 accounts for college funds
- Foreign loans or checks
- State grants, including District of Columbia
- Athletic and non-athletic scholarships
- CorePhilly scholarships
- Departmental scholarships
- Sibling enrollment forms

When should I submit my Letter of Authorization/voucher to Third Party Billing?

You must submit any paperwork required by the Third Party Billing Coordinator by the add/drop date of the semester.

What should I do if I drop a course that was a part of the Third Party Billing Contract?

Students who have dropped a course that was covered by Third Party Billing will need to check with their employer/organization for implications.

When will I see Third Party Billing payment hit my account?

The Third Party Billing Coordinator must wait until **after** the University add/drop period to bill the Third Party directly. ****Note**, any charges not covered by the Third Party will need to be paid in accordance with the University [billing schedule](#).

When should I submit any necessary forms for Employer Reimbursement to the Fox Financial Aid Coordinator?

Ask your employer if they have a deadline for document submission. Contact the [Fox Financial Aid Coordinator](#) after confirming requirements with your Employer. Student Financial Services will wait until after you register for courses to confirm your enrollment with your employer/organization.

When are the University's add/drop dates?

Please see the Registrar's [Academic Calendar](#) for add/drop dates for Temple University.

What other implications should I be thinking about if I'm using Third Party Billing?

Under current tax law, graduate tuition benefits are considered taxable. Please consult with **your Human Resource department or a tax advisor** for additional questions about tax implications and benefits.