

25 Buick Street, Suite 130
Boston, Massachusetts 02215
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www.bu.edu/studentfinancials

RE: Direct Invoicing Process for Sponsored Students

To whom it may concern:

In certain cases, requests to bill all or part of a student's tuition to a sponsor, government, or company (i.e., an employer) can be arranged. If the sponsorship meets the requirements below, please email a copy of the billing authorization and/or sponsorship letter to studenta@bu.edu for review prior to the payment deadline.

If the sponsorship is accepted, it will be applied to a student's account as an anticipated payment ("Billed to Sponsor") to update their balance and an invoice will be sent to the agency after the semester course adjustment date has passed.

Sponsorship Requirements:

- Sponsorship must not be contingent on grades or course completion
- Sponsor billing notification must be provided on company letterhead, and include the following:
 - an authorized signature (not that of the student)
 - dates of sponsorship (i.e., Sept. 1, 2023, through Aug. 31, 2024)
 - items which will be paid (i.e., Tuition and Fees)
 - state that Boston University must directly invoice the sponsoring agency and include a billing address and direct contact; email preferred
- The sponsoring agency must be able to receive the invoice by email. *Special invoicing requirements, such as vendor registration, cannot be supported.*

After sponsorship letters are accepted and the advance credits are posted, students will need to make payment of any remaining balance not covered by the agency before the payment deadline.

Invoices will be sent to the sponsoring agencies after the last day to drop standard courses for that semester.

Sponsor Payment Deadlines:

Agencies are expected to pay 30 days after the date of the invoice or no later than the last day of the term being invoiced. Failure to pay by the end of the term may result in a hold placed on the student account.

Sponsor Payment Options:

For our international sponsors, there is a link on the invoice cover-page for all international payments:
www.flywire.com/school/busponsor

Requests for banking information can be sent to Student Financials for review at studenta@bu.edu.

Checks should be made payable to Boston University and mailed to:

Boston University
Student Financials
25 Buick Street, Suite 130
Boston, MA 02215

For additional information please email Student Financials at studenta@bu.edu or by phone 617-353-2264.

Sincerely,
Student Financials