SPONSORED STUDENTS:
YOUR RESPONSIBILITIES

You are financially responsible for all charges on your account. If your agency does not cover the balance of your tuition payment after two (2) invoices have been sent, you will be responsible for payment for your tuition. View the back of this flyer for info about Third Party Billing (TPB).

Your sponsor may ask you to set up an authorized user log-in on your account. Authorized users can view account charges on your account and access financial data, but cannot see other student information.

Authorized users can be setup at the following link: bit.ly/authorizedusers.

Financial sponsors who wish to be billed directly must provide a U.S. billing address. Mason does not bill third parties overseas. You are responsible for providing this address.

Every agency has different minimum requirements in regard to grades when paying for your tuition. It is your responsibility to understand what those requirements are and to maintain a certain GPA.

MORE PAYMENT INFO


Click on “Payment Plans” at the top of the screen or “Enroll in Payment Plan” in the middle of the page. Manage or view your current payment plan or your plan history.

Click “Enroll Now” and select the term you want to enroll in and click “select.”

After selecting the term, you can choose the type of payment plan you want. These will all require a $25 contact fee.

- 4 installments (25% each time)
- 3 installments (33% each time)
- 2 installments (50% each time)

Optional: Click “Details” and you can see a break down of the plan before you select it. This can be used to compare the different plans. Once done, click “select.”

At the bottom of screen, you will be asked if you would like to set up automatic payments on each due date. Please select your choice, click “continue.”

On the payment selection screen, select your method of payment and click “continue.”

Please read the Payment Plan Agreement carefully, and any questions you have can be sent to saccount@gmu.edu. Once you are done reading the agreement, check the “I agree to the terms and conditions” box and then click “continue.”

SPONSORED STUDENT?
YOUR RESPONSIBILITIES:

You may not have a current FG prior to the start of the term. The FG needs to be inclusive of the semester being billed for. View the receipt of financial guarantees section on the back of this flyer.

You are responsible for making sure your sponsor makes payments on time. Late fees, holds, and other issues may happen if the FG is not paid on-time.

You may have difficulties with DL classes and requirements for a new FG. If you register for any course marked DL you must get a new FG giving you authorization to take the course and you must notify TPB.

If you withdraw from a DL class, you must let TPB know so you are not charged for the class and are able to register for new classes.

If you do not have an active FG, a hold will be placed on your account and certain restrictions take effect. You will not be allowed to register for classes, get official transcripts, or file an intent to graduate.

Other reasons for a hold:

- your sponsor did not pay on-time
- fees for classes are not always covered by FG and were not paid.
THIRD PARTY BILLING INFORMATION

The Third Party Billing (TPB) office assists students whose attendance is sponsored by the public/private sector, military agencies, educational institutions, and international embassies. The office is designed to bill for tuition, associated costs, maintain accounts, and handle all communication regarding sponsorship. More info: studentaccounts.gmu.edu/third-party-billing-office/

THIRD PARTY BILLING PROCESS

- Register for classes.
- You must verify that FG is current.
  - must cover the entire semester
  - must cover any Distance Learning (DL) or online classes
- You must give the current FG to TPB.
- TPB sends the invoice to sponsor after the last day to drop classes.
- Student accounts sends e-bills to all students 1 week prior to the start of term.
- You must verify that TPB has received the payment from your sponsor by reviewing your PatriotWeb account as a memo.

RECEIPT OF FINANCIAL GUARANTEES

- Financial guarantee letters should be received before the first day of the semester. The row titled, “Last day Third Party Billing Authorizations are accepted,” in the chart above is not the date the FG is due. You can send the FG via email at TPbill@gmu.edu.
- TPB sends a FG letter update notice to students approximately two months prior to their FG expiration date. Please make sure you request a new FG from your sponsor.
- You are responsible to keep a copy of the FG and will be required to present it to offices on campus.
- More info: studentaccounts.gmu.edu/frequently-asked-questions/

INSURANCE

University Health insurance is required for all F-1 and J-1 visa holders. International students who fail to follow this policy are subject to class cancellation. Once the university has received full payment, your health insurance will be paid first, before funds are applied to tuition or other charges. If you already have health insurance you may be allowed to submit an insurance waiver. Please visit the Student Health Services web site. Below are the steps on how to submit your waiver.

FAQ shs.gmu.edu/insurance/international/#waiver | INTO® GEORGE MASON UNIVERSITY | More Info shs.gmu.edu/insurance/