

Third Party Billing

If you have any questions, please contact the Third Party Billing Team at thirdparty@astate.edu or 870-972-2285.

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- [How to Fill out the Third Party Authorization Form](#)

About Third Party Billing

Agencies

All agencies will be billed for the total due after discounts, waivers, exemptions and aid have been applied.

- Americorps
- Arkansas Rehabilitation
- Arkansas Rehabilitation for the Blind
- Baxter Regional Medical Center
- Central Arkansas Planning and Developing District, Inc
- Central Arkansas Veteran Healthcare
- Department of Human Services
- Department of the Army
- Fordyce Scholarship
- Hamm Scholarship
- SERCO/Arkansas Workforce Center West Memphis
- Mississippi Country Arkansas Economic Opportunity Commission, Inc
- Missouri Rehabilitation
- NUCOR
- Riceland Foods
- ROTC
- State of Missouri, Department of Elementary & Secondary Education, Division of Vocational Rehabilitation
- Sturgis Foundation
- Tennessee Rehabilitation
- Veteran's Administration
- Workforce

Note: This list does not include every agency that is billed by A-State Jonesboro.

Sponsor Agreements

A-State will accept tuition assistance (sponsor) agreements in lieu of payments at the time of registration. However, students will be responsible for all amounts owed if the sponsoring agency does not remit payment in full.

Third Party Billing Authorization Form

Students must complete the Third Party Billing Authorization Form each term in order for A-State to bill third parties for student charges. Completing this form does not guarantee authorization from a third party sponsor. Students must turn in an authorization from their third party sponsor in addition to the Third Party Billing Authorization Form.

Steps to Follow:

1. Complete the Treasurer's Office [Third Party Billing Authorization Form](#)
2. Email the authorization from your third party sponsor to thirdparty@astate.edu. If you are an A-State Online student, please copy onlinebilling@astate.edu on the email.

How to Fill out the Third Party Authorization Form

This How To is to assist with filling out the Third Party Billing Authorization Form. This form is to be submitted at the beginning of each semester you are expecting to receive a third party payment.

****Please Note:** If your Third Party Billing Sponsor is NOT requesting an invoice directly from the University before payment will be made, then the payment is not considered Third Party. This form is only for qualifying Third Party Billing Sponsor payments.

1. Go to the [Third Party Billing Authorization Form](#).

Third Party Billing Authorization

Mall / Treasurer's Office / **Third Party Billing Authorization**



Please complete the information below for third party authorizations.

Important Information

This Third Party Billing Authorization must be completed each term before we can bill for your charges.

Third Party Billing Authorizations must be turned in within a timely manner in order for us to bill for your charges.

Completing this form does not guarantee authorization from your third party sponsor. Students must turn in an authorization from their third party sponsor in addition to this authorization.

The Treasurer's Office will review information entered and you will be contacted if additional information is needed. By entering your information, you understand and agree to the following terms and conditions:

Terms and Conditions

2. Read through the information, scroll down, and click Add to Cart.

Note: The price will show zero upon completion of your order as it is only used to collect necessary information.

Price: \$0.00

Add To Cart 

3. Scroll down.

Student Information

First Name *

(1–1,000 characters)

Last Name *

(1–1,000 characters)

Student ID Number *

(1–1,000 characters)

Term *

Select One

Choose your Third Party Sponsor: *

Select One

Third Party Information

My Third Party Sponsor will pay the following: *

- ☐ Tuition
- ☐ Fees
- ☐ Housing
- ☐ Meal Plan
- ☐ Other
- ☐ All Charges on Student Account

Agreement and Authorization

Student Signature (By typing your name, you are signing and agreeing to the terms and conditions.) *

(1–1,000 characters)

I have carefully and completely read this authorization. *

☐ Yes

I fully understand the purpose, intent, and effect of this authorization. *

☐ Yes

I verify all information entered is correct. *

☐ Yes

4. Fill in the required information.

a. Please be specific when Choosing your Third Party Sponsor in the drop down. Please note that some will have you provide further information pertaining to the sponsor.

i. Example: Military - Which branch? Air Force, Army, Coast Guard, Marines, Navy, Veteran Affairs - Choose from drop down selection.

ii. Example: Rehabilitation Services - What city is the Service Location? Arkansas Rehab-Little Rock or Arkansas Rehab-Jonesboro, etc.

5. Click on Continue when done.

6. It will show you what you entered. Please verify you entered information correct.

7. Scroll down and click Checkout

Student Signature (By typing your name, you are signing and agreeing to the terms and conditions.):

Test Test

I have carefully and completely read this authorization.:

Yes

I fully understand the purpose, intent, and effect of this authorization.:

Yes

I verify all information entered is correct.:

Yes

Total: \$0.00

Promotional Code

Apply

Continue Shopping

Checkout

8. You can setup a Login if you choose or Checkout as a Guest.

a. If you create a Login, then remember it as it is not tied to your Pack Portal nor Self Service account. You will need to remember for the next time you attempt to check out in our Marketplace system.

b. If you check out as a Guest, then be sure you enter the correct email address so you receive a copy of the form.

9. Click on Submit Order.

Summary	
Third Party Billing Authorization:	\$0.00
Tax:	\$0.00
Total:	\$0.00

Contact Information

test@email.com

Edit

Return Policy Agreement

⚠ By clicking Submit I agree to the above Return Policy.

Back

Print Agreement

Continue Shopping

Submit Order

10. Once submitted, a copy will be sent to you and another copy to our Third Party Billing Processors automatically.

If you have any questions about Third Party Billing, then please contact the Treasurer's Office at 870-972-2285 or thirdparty@astate.edu.