



# VCU

## Global Education Office

### **VCU Intermediary Billing with Host Institution/Organization For Education Abroad Participants**

#### **Procedures and Student Acknowledgment**

##### **Procedures:**

VCU students are generally responsible for paying a study abroad program provider or host institution on their own. But, if a student is not able to pay the study abroad organization directly (for example, because 529 funds or other restricted funds must be paid to VCU), GEO serves as an intermediary to assist in the billing process by paying the study abroad organization on the student's behalf and billing the student for the amount owed. VCU does not charge the student an additional fee for this billing assistance.

If a student requires an arrangement whereby the study abroad program fee is billed to them through VCU Student Accounting rather than through their program provider, their host institution or study abroad program provider must invoice VCU Education Abroad for the study abroad program fee. Upon receipt of the invoice from the program abroad, VCU will then pay the invoice on the student's behalf and charge the student for the invoiced amount through VCU Student Accounting. Once the study abroad invoice is received by VCU Education Abroad:

- Students will be billed by VCU to their VCU student account for the invoice amount (or the actual amount in USD paid by VCU if the bill is charged in a foreign currency). Students are responsible to pay their student account balance by the deadline to avoid holds and/or late fees. The student bill will be posted for the term that most closely aligns with the corresponding term in the VCU calendar in order to align with VCU billing dates.
- Please note that aid may be disbursed before or after the charges appear on the VCU Student Accounting record. Regardless of the timing of the disbursement of funds, students will be responsible to VCU for the invoiced amount of their program costs from the provider.

If a student uses VA 529 prepaid tuition funds, the student will need to contact [VCU Student Accounting](#) to have VA 529 prepaid tuition funds disbursed to their VCU account once the charges from the invoice have been posted to the VCU Student Accounting record. Students should note that VA529 plans cover standard tuition and fees rates which may be less than their program charge. Students are responsible for paying any additional charges. The cost charged by VCU will be based on the invoice provided by the program provider. The program provider may charge additional costs separately for items that are not included in the original invoice.



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### Student Acknowledgement:

By signing this document I acknowledge that I have requested for my third party study abroad program fees to be billed through VCU Student Accounting through an intermediary billing arrangement between VCU's Global Education Office and my host institution/study abroad program provider organization. I acknowledge that I am responsible for all costs associated with the study abroad program, regardless of how they are billed, and I understand what is and is not included in the cost of the program provider's fees.

By signing this document, I confirm that I have read this document detailing the intermediary billing process, I have had an opportunity to ask questions about the process to help me understand it, and that I am requesting VCU Education Abroad to arrange such billing/invoicing with my host institution or study abroad program provider. I acknowledge that if I have chosen to use intermediary billing for my study abroad program that VCU will post my program bill to my VCU student account and that I will be responsible for making payments through the VCU billing system through standard payment options and by established deadlines. If I withdraw from my program (voluntarily or involuntarily) before or during the program, I will be held to my program provider's refund policy and VCU will, in turn, adjust the billing if/when it is necessary to do so. VCU will only refund expenses that are refunded by the program provider.

Student name: \_\_\_\_\_

Name of study abroad program/invoicing organization (host institution and/or provider)

\_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Please note, this agreement must be signed and submitted to the Education Abroad Office ([abroad@vcu.edu](mailto:abroad@vcu.edu)) at least 2-3 months prior to departure.**