

## Bill-To Instructions for UWM Departments

UWM Departments should send complete [Bill-To Form for Departments](#) to the Accounts Receivable Office in Mellencamp Hall, Room 110, at least one week prior to the tuition due date for the semester to avoid late fees.

The Accounts Receivable Office will not waive student's late fees if the contract is received after the tuition due date. The department or student will be responsible for late fees, interest and holds.

## Non UWM Sponsor Bill-To Instructions

Non-UWM sponsors and UWM Departments that set up a third party billing contract for a non UWM sponsor must include the following with the billing authorization:

1. Signature from the sponsor authorizing payment.
2. Student name.
3. Term that is covered by the authorization (fall, spring, summer, winter).
4. Amount to be paid for each student.
5. Fees to be paid (instructional fees, segregated fees, special course fees, late fees, etc.).
6. Social security number, EMPLID, or student number.
7. Bill-to address.
8. Any special requirements for billing (course listing, social security number, start and end dates, etc.).
9. Contact name and phone number of sponsor authorizing payment.
10. Statement requiring payment for all students on the contract regardless of grades or completion of the sequence.
11. The contract must be received in the Accounts Receivable Office one week prior to the tuition due date to avoid late fees.
  - a. Late fees posted on a student's account will not be waived if the contract is received after the tuition due date.
  - b. The department, third party sponsor, or student are responsible for late fees.
12. Contract cancellation notices must be received in the Accounts Receivable Office before the semester start date.
  - a. It is the responsibility of the sponsor to collect payment from the student if a drop penalty is assessed on the student's account.

### Mailing address:

UW-Milwaukee  
Accounts Receivable Office  
PO Box 413  
Milwaukee, WI 53201-0413

### Contact Information:

Third Party Contracts, Accounts Receivable Office, Mellencamp Hall  
Room 110 Email: [bill-to@uwm.edu](mailto:bill-to@uwm.edu) or Tel: 414/229-1195