

**Direct Billing Authorization**  
**William E. Simon**  
**Graduate School of Business Administration**



This completed form allows the University of Rochester to bill the student's employer directly. Please return this form to The Bursar's Office, P.O. Box 270037, Rochester, NY 14627-0037, or fax to (585) 461-3356.

**EMPLOYER AGREEMENT**

By submitting this form, the below named employer/sponsor agrees to pay directly to the University of Rochester the full amount of tuition and/or fees charged as set forth in the payment schedule below. I further understand that should the student's account not be kept current in accordance with the chosen payment plan, the University also has the right to assess late fees and collection costs if necessary. This agreement does not entitle the employer/sponsor to review grades or other students academic records without the expressed written permission of the student.

\_\_\_\_\_  
 Company Name

\_\_\_\_\_  
 Authorized signature

\_\_\_\_\_  
 Print name

\_\_\_\_\_ Title \_\_\_\_\_ Department

\_\_\_\_\_  
 Billing address – City, state, zip

\_\_\_\_\_ Phone \_\_\_\_\_ e-mail

**PAYMENT SCHEDULE**

ACADEMIC YEAR \_\_\_\_\_

Summer – payment due August 10       Fall – payment due November 10

Winter – payment due March 10       Spring – payment due May 10

**STUDENT AGREEMENT**

I have registered or will register for the following courses which will incur the charges outlined below. I acknowledge that although my employer will be billed for these classes, the account is still in my name and therefore I am ultimately responsible for any unpaid charges or fees including late fees and collection costs. I also understand that the University also has the right to place a hold on my account that prevents further registration and printing of transcripts.

\_\_\_\_\_  
 Student's signature \_\_\_\_\_ Date

\_\_\_\_\_  
 Print name \_\_\_\_\_ ID number

\_\_\_\_\_ Department \_\_\_\_\_ Business phone number

Courses/Labs	Fees	Courses/Labs	Fees
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
<b>TOTAL TO BE PAID</b>	\$ _____		