



IFLR Third Party Payment/Authorization Instructions

If a student has a third-party sponsor (such as a parent or employer) for payment of tuition, the student has two options.

Option 1: Grant online guest access to student account

The student may give their sponsor online access to their student account to pay directly once the student is enrolled through STUINFO (www.stuinfo.msu.edu). This does not give the sponsor access to grade information. The student would need to give them 'guest status' if they wish the sponsor to have to grades. The following video demonstrates how to do this: <https://finaid.msu.edu/videos/#guests>. You can read more about granting guest access here: <https://finaid.msu.edu/guestacc.asp>.

Students can now grant permission to parents or other interested parties to view the student's tuition information on the web. The guest must have a valid email address. Due to privacy regulations, only the student can grant this permission.

If you are an MSU student and want to grant guest access to a third party, go to STUINFO <http://stuinfo.msu.edu/> and click on "Other" and "Manage Guests."

If the sponsor pays directly on the account of the student through STUINFO, it is treated as a regular payment to the student's account and is NOT considered 3rd party billing.

Option 2: Request third party billing

If the student desires 3rd party billing the sponsor needs to send Marian Matiyow (Matiyow@ctrl.msu.edu or student.accounts@ctrl.msu.edu) a letter of authorization (see sample letter below). She will then immediately set this up on the student's account. This should be done prior to the tuition due date listed in STUINFO. After the last day to drop classes each semester, MSU will prepare an invoice and mail it to the sponsor (spring semester in February, summer semester in June, or fall semester in September). A \$25.00 processing fee is included in each invoice prepared. The sponsor does NOT pay from the student's billing. They must wait until they receive an invoice from the Office of the Controller, Department Receivables.

Sample third party authorization letter

(Copy, paste and print on your company letterhead)

Date

Ms. Marian Matiyow
Fees, Scholarships and Administered Funds
Michigan State University
140 Administration Building
East Lansing, MI 48824 USA
Fax: 517-353-1935

Dear Marian:

This letter shall authorize you to third-party invoice us for 100% of the tuition expected to be: _____ as well as a \$25.00 fee for third-party invoicing¹

I also authorize you to invoice us for international student health insurance.²

Student Name _____
Student PID (MSU issued personal identification number): A _____ *(if you know)*
Course Name: _____ *(i.e., Food Regulation in the United States)*
Course No.: FSC ____ *(i.e., 810, 811, etc.)*
Section: 730
Semester: _____ *(i.e., spring/summer/fall)* 2018

You may invoice us as follows:

NAME OF COMPANY

ATTENTION: _____

ADDRESS OF COMPANY

RE: (STUDENT NAME), PURCHASE ORDER NUMBER: ____ *(if you have one)*

Signature, Name and title of authorized individual

¹ Lifelong Education tuition for non-Michigan residents, including international residents, is \$2,793.00 USD per 3-credit course. Tuition for Michigan residents is \$2,179.50 USD per 3-credit course. Tuition rates change each fall semester. There is a \$25.00 fee for third-party invoicing. Note: If you are not a Lifelong Education student and are enrolled in a different MSU program, please refer to your particular program's tuition and fees, which you may obtain from STUINFO.

² Only for international students living within the United States, remove if not applicable. Learn more at <https://www.hr.msu.edu/benefits/students/health/waiver.html>.

Other Information

- Michigan State University: Federal ID No. 38-6005984
- Duns: 556256436
- In addition to mailing the original, your company should fax the signed letter to Marian Matiyow at (517) 353-9640. Also, please remind Mary Gebbia-Portice, IFLR Course Administrator (IFLR@msu.edu) at the time you submit your application for enrollment so that she can notify the Registrar's Office.
- Your Personal Identification Number (PID) [Example: A01234567] is issued by the Michigan State University Registrar after the submission of your student application for your first MSU course. If you do not know your PID, you may use your applicant number or contact Mary Gebbia-Portice at IFLR@msu.edu.
- Students MUST confirm their intention to attend the semester by clicking on the "Confirm Attendance" button when viewing the bill in STUINFO or by selecting the "Confirm Attendance" menu item in STUINFO.
- International students taking courses through the Lifelong Education Program who reside outside the United States and are taking their courses online may request a waiver of the international student health insurance fee from Elaine Smith smit2153@ctrl.msu.edu or Laurie Schlenke schlenke@ctrl.msu.edu.
- IFLR courses are fully accredited through Michigan State University. Up to 9 credits with a minimum 3.0 grade through the Lifelong Education Program may be transferred to a Michigan State University graduate program, most of which have a maximum five (5) year completion time limit from the original semester of your first transferred course.

Contact

Mary Gebbia-Portice

Course Administrator
Institute for Food Laws & Regulations
Michigan State University
469 Wilson Road, Suite 139
East Lansing, MI 48824-1302
Telephone: 517-355-8295
Fax: 517-432-1492
Email: IFLR@msu.edu
Web: <http://www.iflr.msu.edu>

Marian Matiyow

Michigan State University
Student Fees, Sponsored Aid & Fellowships
140 Administration Building
East Lansing, MI 48824 1046
Telephone: 517-355-3300 or 800-775-4323
Fax: 517-353-1935
Email: Matiyow@ctrl.msu.edu