

THIRD-PARTY TUITION PAYMENT OR
THIRD-PARTY INVOICE AUTHORIZATION

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

Option 1: The student may give access to the student's account online to the sponsor to pay directly once the student is enrolled through STUINFO <http://stuinfo.msu.edu/> (This does not give the sponsor access to grade information. The student would need to give them 'guest status' if you wish them to have access to your grades.)
<http://ctrl.msu.edu/COStudentAccounts/EbillQuestions.aspx>.

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 "Online Guest Enrollment".

Option 2: If the student desires 3rd Party Billing the sponsor needs to send Marian Matiyow 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. (Summer Semester in June, Fall Semester, in September, Spring Semester in February.) **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.

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

Michigan State University:
Federal ID No. 38-6005984
Duns: 556256436

SAMPLE THIRD-PARTY INVOICE AUTHORIZATION
(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: 517-353-9640

Dear Marian:

This letter shall authorize you to third-party invoice us for 100% of the tuition expected to be: **(USD) \$2,388.00** per 3 credits course/(\$796.00/per credit hour) for non-Michigan residents **(USD) \$1,863.75** per 3 credits course) (\$621.25/per credit hour) for Michigan residents for summer semester 2014 for **Lifelong Education Program** students along with a fee for third-party invoicing in the amount of **(USD)\$25.00**. **[IF YOU ARE NOT A LIFELONG EDUCATION STUDENT, PLEASE CHANGE THESE AMOUNTS TO YOUR PARTICULAR PROGRAM'S TUITION AND FEES, WHICH YOU MAY OBTAIN FROM STUINFO, IF YOU ARE ENROLLED IN A DEGREE PROGRAM AT MSU or from http://www.ctlr.msu.edu/COStudentAccounts/Tuition_FeesSummer_MainMenu.aspx**

[Remove if not applicable.]

And a fee for international student health insurance. [Only for international students living within the United States.]

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

You may invoice us as follows:

NAME OF COMPANY

ATTENTION: _____

ADDRESS OF COMPANY

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

Signature and title of authorized individual

Here is Marian's contact information:

Marian Matiyow
Michigan State University
Student Fees, Sponsored Aid & Fellowships
140 Administration Building
East Lansing, MI 48824 1046
PHONE: 517-355-5050 or 800-775-4323
FAX: 517-353-9640
E-MAIL: Matiyow@ctrl.msu.edu

In addition to mailing the original, your company should fax the signed letter to Marian Matiyow at (517) 353-9640. Also, please remind me at the time you submit your Application for enrollment so that I 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 me 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**.

The **International Food Law Certificate Program** courses are offered by the **Institute for Food Laws & Regulations**, Department of Food Science & Human Nutrition, College of Agriculture & Natural Resources at Michigan State University and the MSU College of Law through the new *Desire2Learn (D2L)* course management system <http://www.d2l.msu.edu/> or through the *ANGEL* course management system <http://www.angel.msu.edu/>

International students taking courses through the **Lifelong Education Program** who reside outside the United States and are taking their courses online via the Internet may request a waiver of the international student health insurance fee from Joan Manning robins40@msu.edu or Laurie Schlenke schlenke@ctrl.msu.edu.

The 3 credits received per course 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.

Current courses:

Schedule of course offerings by Semester

- FSC 810, Section 730, International Food Laws and Regulations [Overview] (fall/spring)
- FSC 811, Section 730, Food Regulation in the United States (fall/spring)
- FSC 812, Section 730, Food Regulation in the European Union (fall/spring)
- FSC 813, Section 730, Food Regulation in Latin America (*fall semester only*)
- FSC 814, Section 730, Food Regulation in Canada (*spring semester only*)
- FSC 815, Section 730, Food Regulation in Asia (*summer semester only*)
- FSC 816, Section 730, Codex Alimentarius (The Food Code) (fall/spring)
- FSC 817, Section 730, Animal Health, World Trade, and Food Safety: Challenges and Opportunities - OIE (World Organisation for Animal Health) (*fall semester only*)
- FSC 818, Section 730, Global Risk Regulation (*condensed six week first session of summer semester only*)

Please let me know if you need any further assistance.

Mary Anne Verleger, Course Manager
Institute for Food Laws & Regulations
Michigan State University
469 Wilson Road, Suite 139
G. Malcolm Trout FSHN Building
East Lansing, MI 48824-1302
Telephone: (517) 355-8295
Fax: (517) 432-1492
Email: IFLR@MSU.EDU
<http://www.iflr.msu.edu>

The following articles may assist you in approaching your employer to assist with your educational expenses:

[Why employers should pay for employees college tuition](#)

<http://hubpages.com/hub/Why-employers-should-pay-for-employees-college-tuition>

[Paying Tuition Benefits Firms](#)

http://www.mariposaleadership.com/_files/user/SF%20Examiner%20-%20Hinder%20Communication%208-11-07.pdf

[How to Convince Your Employer to Pay for Your Education](#)

http://distancelearn.about.com/od/payingforschool/a/Tuition_Assist.htm

[How to Convince an Employer to Pay for Education | eHow.com](#)

http://www.ehow.com/how_2100512_convince-employer-pay-education.html

[How to Get an Employer to Pay for Graduate School | eHow.com](#)

http://www.ehow.com/how_2146758_get-employer-pay-graduate-school.html

[Will Your Employer Pay Your Tuition?](#)

<http://www.back2college.com/taprograms.htm> ·

[Get Your Boss to Pay for College](#)

<http://www.collegegrad.com/articles/college-tuition-reimbursement.shtml> ·

[Part-Time MBA - How to Get the Boss to Pay for Your Part-Time MBA](#)

<http://businessmajors.about.com/od/payingforschool/a/ptmbaadvice.htm> ·

[Tips to get an employer to pay an online degree for you](#)

<http://www.successdegrees.com/get-your-employer-to-pay-for-school.html> ·

[How to Get Your Current Employer to Pay For Your Professional ...](#)

<http://www.know-accounting.com/employer-educational-assistance.html>

[Tuition Reimbursement: Get Employer to Pay YOUR Tuition](#)

<http://hubpages.com/hub/Tuition-Reimbursement-Get-Employer-to-pay-your-tuition>
