



University of Houston-Downtown  
Student Account and Cashiers  
[3rdpartycontracts@uhd.edu](mailto:3rdpartycontracts@uhd.edu)  
713-221-8601

## Third Party Payment Agreement

Last Name

First Name

M.I.

UHD ID #

I am submitting paper work stating that a third party vendor will pay for all or a portion of my tuition and fees.

- I agree to pay any amount not covered by the vendor in full or to set up an installment plan prior to the payment deadline.
- I understand that the University of Houston-Downtown will invoice the third party vendor one time after the refund period for drop/withdrawals has concluded for the term
- I authorize the University of Houston-Downtown to release, to the third party, any information that may be required for payment (including registered courses, grades, academic standing, and withdrawal from courses).
- If the third party fails to make payment, it will become my responsibility to pursue the matter and to provide payment to the University of Houston-Downtown. Payment will be due immediately.
- If my account is left unpaid, a hold will be placed on my account and I will be unable to register for future semesters, receive a transcript or diploma until the outstanding balance is paid in full.

**NOTE: Requests submitted less than one week prior to the payment deadline may not be processed before the payment deadline date.**

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Signature

Date

Contact Phone