Important Information, deadlines, and responsibilities:
Third-Party Payment Procedure:

- The school is to submit the signed financial guarantee letter and signed ECE rosters (both Fall 2019 and Spring 2020) by October 11, 2019 to the ECE Billing office.
  - Email: ecebilling@uconn.edu, Fax: 860.486.8783
- Payment is to be completed within 6 weeks upon receipt of the invoice. Please contact the Early College Experience Billing Office if payment cannot be completed within these 6 weeks.
- Upon receipt of the financial guarantee letter and ECE rosters, UConn will defer the appropriate students’ accounts so that they will not receive a late fee charge. Please note this means that the students will still have an outstanding balance with UConn until the balance is paid in full.
- There will be separate invoices for the Fall 2019 term and Spring 2020 term.
  - Invoices for the Fall term are typically generated at the end of November.
  - Invoices for the Spring term are typically generated at the beginning of January.
- Template of financial guarantee letter and ECE rosters are available on our website.
- The financial guarantee letter template should be downloaded and edited to include the appropriate information for the school.
- The ECE roster template for Fall 2019 AND Spring 2020 should be downloaded and edited to include the appropriate information for the school.
- A signature of an authorized individual, who is representing the high school, is required at the bottom of the financial guarantee letter. The ECE rosters require the students’ signatures and date of signing. The rosters will NOT be accepted with missing student signatures. A complete roster, with each student’s signature and date of signing, is to be submitted.

Questions? Contact the ECE Billing Office at 860.486.5100 (ecebilling@uconn.edu)
Students:

- To participate in Third-Party Payment, you will need to sign and date the course roster(s). This will authorize UConn to directly bill your school for your UConn Early College Experience course(s).
- You will still have an outstanding balance with UConn. By participating in Third-Party billing, we will defer your account so that you will not incur the late fee(s) when the billing deadline(s) passes.
- You will continue to receive email notifications regarding your balance until the balance is paid in full. This is because you, the student, are ultimately responsible for the payment of your UConn ECE course(s). By participating in Third-Party billing, you are agreeing to have your school pay for your UConn ECE course(s) on your behalf.
- If your school does not pay for your Early College Experience course(s), then you will be responsible for completing payment of the course fees.
- Please contact studentbilling@uconn.edu and provide your high school’s name if you receive a late fee or financial hold on your account.
- We do not recommend making payments on your own as this can complicate the Third-Party billing procedure.
  - If a student pays for the ECE course fees, UConn will need to receive the third party payment before a refund can be processed for the student.
  - If a student makes a payment via check, or E-check, and the payment is returned, a $25 returned check fee will be applied to the student’s balance and the student will be responsible for payment of this charge.

Questions? Contact the ECE Billing Office at 860.486.5100 (ecebilling@uconn.edu)
To Whom It May Concern,

This letter is to serve as a financial guarantee that NAME OF HIGH SCHOOL will pay the course fees for our students enrolled in Early College Experience courses in the Fall 2019 and Spring 2020 terms.

Invoices should be sent via mail or email to:

NAME OF HIGH SCHOOL
NAME OF CONTACT
HIGH SCHOOL ADDRESS
HIGH SCHOOL PHONE NUMBER
CONTACT EMAIL ADDRESS

Signed: ______________________________________________________
I authorize the University of Connecticut Office of the Bursar Billing Section to directly invoice **NAME OF HIGH SCHOOL** for my enrollment in Early College Experience Courses for Fall 2019.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>PeopleSoft ID #</th>
<th>Fall 2019 ECE Courses Enrolled</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAST</td>
<td>FIRST</td>
<td>1234567</td>
<td>COURSE NAME (COURSE CREDIT)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LAST</td>
<td>FIRST</td>
<td>7654321</td>
<td>COURSE NAME (COURSE CREDIT); COURSE NAME (COURSE CREDIT)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Husky</td>
<td>Jonathan</td>
<td>1726354</td>
<td>SPAN 3179 (3); HIST 1502 (3)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
I authorize the University of Connecticut Office of the Bursar Billing Section to directly invoice **NAME OF HIGH SCHOOL** for my enrollment in Early College Experience Courses for Spring 2020.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>PeopleSoft ID #</th>
<th>Spring 2020 ECE Courses Enrolled</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAST</td>
<td>FIRST</td>
<td>1234567</td>
<td>COURSE NAME (COURSE CREDIT)</td>
<td></td>
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