

UConn

EARLY COLLEGE
EXPERIENCE

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 2020* and *Spring 2021*) by October 16, 2020 to the ECE Billing office.
 - Email: ecebilling@uconn.edu
- 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 2020* term and *Spring 2021* 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 2020 AND Spring 2021* 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.

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 ecebilling@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.